

E-Exam

Test Control Officers Guide




2004
EDITION

E-exam Computer-Based Testing -- taking knowledge testing into the 21st Century
September 2004

TCO Guide to Accompany

E-Exam

Version 2.0

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OPR: AFIADL/ECA5

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INTRODUCTION

Welcome to the revised version of the AFIADL E-Exam Guide for Test Control Officers! This is the third revision we've made to the Guide since we began the program, but it is the first Guide specifically for E-Exam. We hope that it will make your transition to the new version of the program easier.

We've made several changes that we think will make this more "user friendly." As we have done in the past two different guides are available:

- The Test Control Officer's Guide
- The Student Guide

Each Guide is intended to be self-contained and provide the information needed for both Test Control Officers and Students. We have incorporated the previously separate "Special Instructions to Computer-Based Testing Students" into the Student Guide for informational purposes only.

We've also tried to set up the Guide using front-and-back pages so that you can easily remove them from a binder or print only those pages you need at any particular time.

In addition to posting these Guides on our Web site, we are also posting Adobe Acrobat versions so that you may download and print additional copies as needed.

We would appreciate your comments on the Guides, suggestions for improvement, changes, additions, or deletions, as well as information on any errors that may have escaped our notice.

Please send via email to steve.mccarver@maxwell.af.mil

or via snail mail to: Steve McCarver
AFIADL/ECA5
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Maxwell AFB, Gunter Annex, AL 36118-5643

Thanks for your help!

E-Exam is an Air Force-owned, interactive, computer-based testing program designed to test, evaluate, and certify a student's knowledge of the principles and procedures found in today's Air Force specialties.

If you have any questions, problems, or are in need of assistance, please do not hesitate to call the program POCs, listed below.

E-Exam POC Information

The commercial prefix for all numbers is: 334-416-

E-Exam Project Manager – Extension Course Division **(Policy, New Users, Downloads, Program Revisions/Updates)**

Steve McCarver	DSN: 596-3174	steve.mccarver@maxwell.af.mil
Douglas McCarty	DSN: 596-3622	douglas.mccarty@maxwell.af.mil

Customer Service **(Help for Installation Problems, Error Messages, File Downloads, Answer Sheet Manager Program, and the File Transfer Program (FTP) software)**

Customer Service	DSN: 596-3795/1021	afiadl.customer.service@maxwell.af.mil http://afiadl.custhelp.com
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I M P O R T A N T !

BEFORE INSTALLING E-Exam:

- **Back up your test session data to a disk.**
- **Download ECI data and transmit to AFIADL.**

If you do not take these actions, any test session data you have in your current CerTest program will be lost!

The E-Exam install program removes all traces of the CerTest program including any data from test sessions that has not been sent to AFIADL.

Your STUDENT LIST and its accompanying information about students will be preserved and transferred to E-Exam during the install.

You will not lose the STUDENT LIST!

I M P O R T A N T !

Installing the Software:

- 1. Installing E-Exam from the CD**
- 2. Installing Answer Sheet Manager**
- 3. Installing the FTP Program**

Important Note

The following install procedures focus on setting up E-Exam in stand-alone computer configuration. This means that the program must be installed on **EACH** computer you want to use for testing. This is the most common E-Exam operation method. However, it is possible to install and use E-Exam in a network environment. Sometimes networking is highly recommended, especially when you are using more than 10 computers in a testing room.

If you would prefer to use E-Exam in a networked room, **you will find instructions for this on the E-Exam page of the AFIADL web site**. The Network Instructions page presents three different configurations using no-to-low or moderate cost options for additional equipment and software required for networking.

When networking E-Exam, the preferred configuration is a room-only network with an administrative computer with base LAN/Internet access or a local Intranet with an administrative computer with base LAN/Internet access.

All network configurations must ensure that the computers students use for testing cannot access the base LAN/Internet during a testing session.

SPECIAL NOTE: IT IS NOT POSSIBLE TO SET UP E-EXAM FOR NETWORKING ON A THIN CLIENT SYSTEM. Be sure to let your computer/network support people know this.

How to Install E-Exam

This section provides step-by-step assistance on installing the Windows™ version of *E-Exam* from the CD. Please read these instructions carefully as you install *E-Exam*. Before you begin, make sure that the computer(s) you are going to use for the program meet the *minimum requirements* listed below.

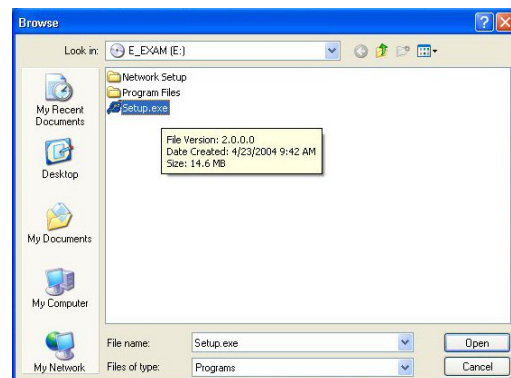
Minimum Computer Requirements: *E-Exam* (Version 2.0) requires a 486 PC with at least 4 Megabytes of RAM, DOS 3.3, MS-Windows™ 3.1, a CD-ROM drive, a 3.5-inch floppy drive, and 40 megabytes of free hard drive space before installation. A stand-alone or network printer access is also required to print reports.

To Install E-Exam 2.0 from the CD

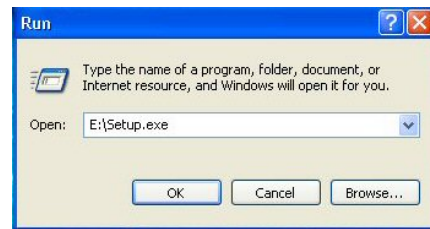
1. Make sure the computer is on and Windows is running.
2. Close any open programs.
To be sure press CTRL+ESC and check the Task List.
3. Place the E-Exam CD in your CD-ROM drive.
4. Click **START** in the lower left of the Windows screen and select **RUN**.



5.
 - Use the **BROWSE** option to select the CD drive.
 - Click on the CD drive.
 - Select the **setup.exe** file.
 - Click **OPEN** to start the install program.



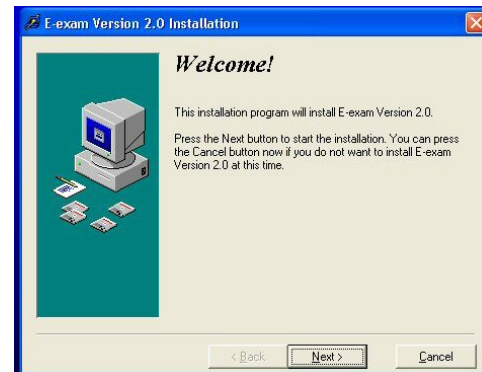
5. • You will see this box after you click **OPEN**.



6. A blue INSTALL screen displays the install progress.



7. When you see this screen, press **NEXT** to continue installing the program.



8. Your next task is to specify the location on your hard drive where the program will be installed.
- You may **select the default** by clicking on the **NEXT** button.
 - If you want to **select a different location** than the default, click on the **BROWSE** button and select the new location.

If you accept the default location or use browse to select an alternate location, select **NEXT** to continue with the install.

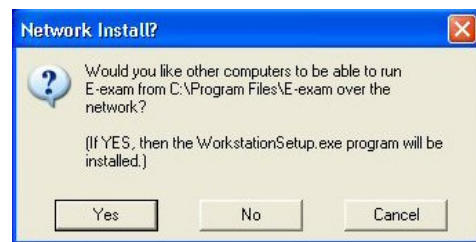


9. The next screen asks you to select the start menu folder. To accept the default location (E-Exam), select **NEXT**.



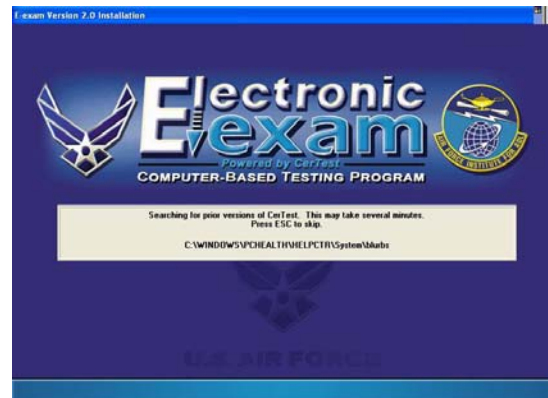
10. After selecting **NEXT**, you will see this screen asking if you want to install the **NETWORK** version.

If you are **using a network**, select **YES**.
If you are **NOT using a network**, select **NO**.



11. After selecting **YES** or **NO** on the previous screen, the install routine continues.

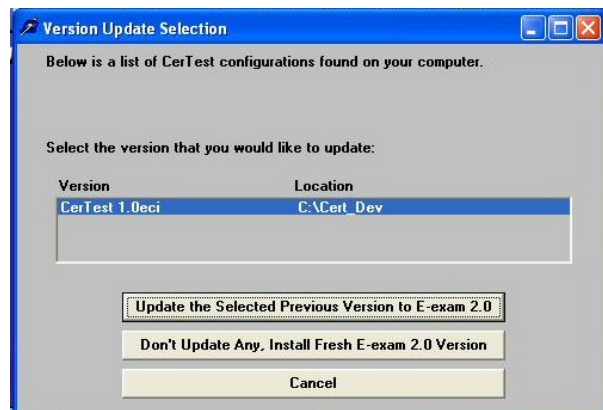
You will see this screen while the install routine searches for a previous version of CerTest (1.03 or 1.05)



12. If the install routine locates a previously installed version of CerTest, you see this screen.

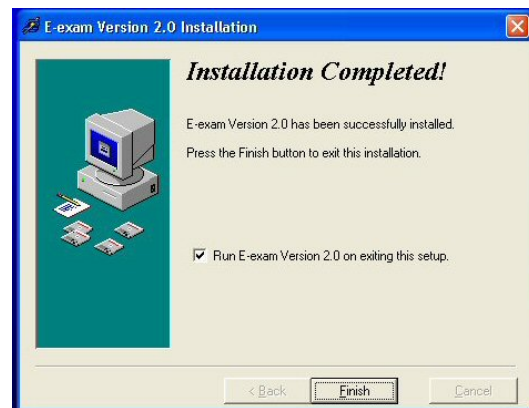
To continue with the install, click on the **Update the Selected Previous Version to E-exam 2.0** button.

The install routine will continue.



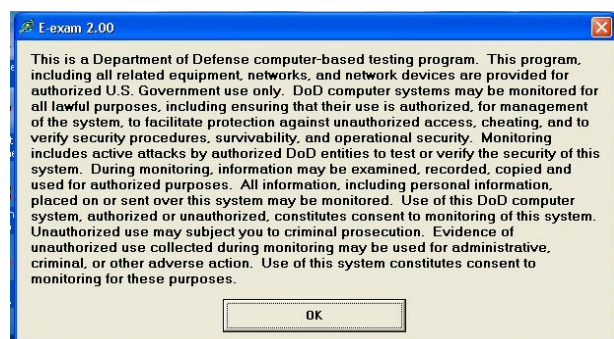
13. A successful install will show the following screen.

- Selecting **FINISH** at this point will start E-Exam.
- If you do not wish to start E-Exam at this time, **uncheck** the *Run E-Exam Version 2.0 on Exiting this setup* option.



14. When you select **FINISH** and E-Exam opens, you will see this standard warning screen about Government computers.

Click **OK** to continue.



This completes the initial set-up of version 2.0 of E-Exam which includes current CDC end-of-course exams. However, *you are not ready to use the program for testing yet!*

Note: The install program also adds an E-Exam shortcut to your desktop.

Before you can begin using the program you must enter the data required to identify your TCF.

You will be required to complete the TCF identification screens the first time you start the program after the install routine is complete. Instructions for this are given on pages 21 - 30 of this Guide.

A screenshot of the 'Test Control Facility Data' window. The title bar reads 'Test Control Facility Data'. The window contains several input fields: 'TCF Zip:', 'TCF Shred:' (with a dropdown menu showing '0'), 'Computer Number:' (with a dropdown menu showing '1' and a note '(Be sure to assign a different number to each computer in your classroom.)'), 'DSN:', 'Commercial Phone:', 'E-mail:', 'Organization:', 'Base:', and 'State:'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

How to Install the AFIADL Answer Sheet Manager Software

The Answer Sheet Manager (ASM) program is used to create batch files from the student data that you download from E-Exam in order to send test results to AFIADL for posting to student records.

To install Answer Sheet Manager:

1. Insert the distribution CD in the CD drive.

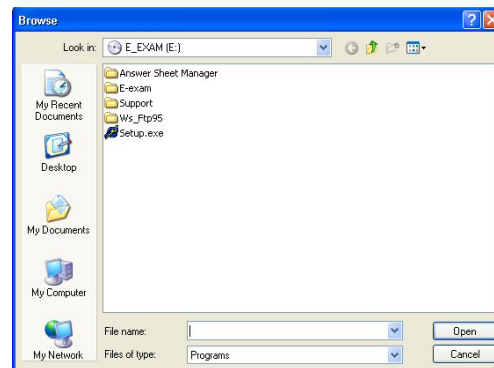
Click on **Start: Run**



2.
 - Use the **BROWSE** option to select the CD drive.
 - Click on the CD drive.
3. When the **BROWSE** window opens:

Look for the **Answer Sheet Manager** folder

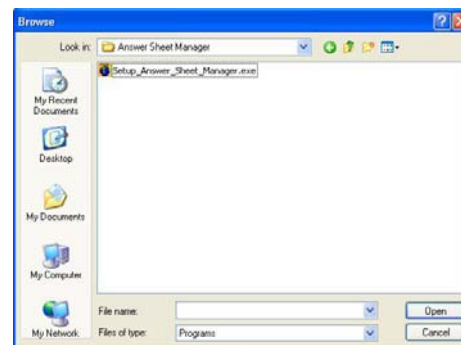
Double-click on the **Answer Sheet Manager** folder



4. When you double-click on the Answer Sheet Manager folder:

The **Look in** box shows Answer Sheet Manager

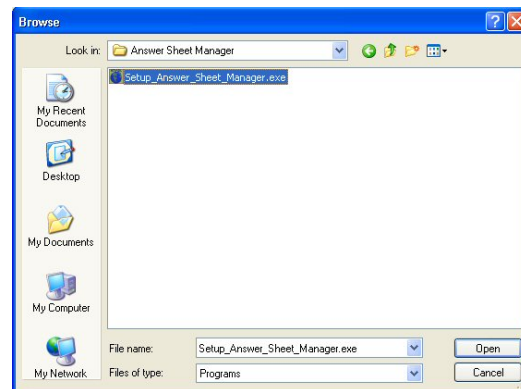
The window shows the **Setup_answers_sheet-manager.exe** file



5. Click on the **Setup_answer_sheet_manager.exe** file name

This places the **.exe** file name in the **File Name** box at the bottom of the screen

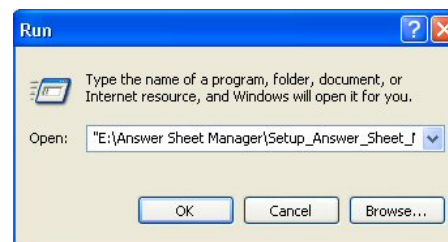
Click **OPEN**



6. When you click **OPEN** in Step 5:

You return to the **RUN** window and the file name shows in the **OPEN:** box

Click **OK**



7. When you click **OK** in Step 6:

The Answer Sheet Manager install program starts.

Read the **Welcome** screen.

If you are ready to continue with the install process, click **NEXT**.

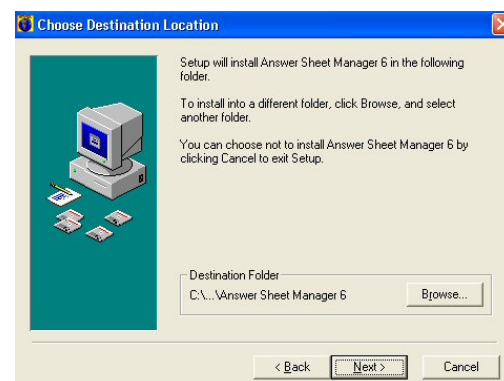


8. When you click **NEXT** in Step 7:

You see the **Choose Destination Location** screen.

This is where the ASM program will install.

To select the default location, Click **NEXT**.



9. Selecting NEXT in Step 8:

Opens the **Select Program Manager Group** window.

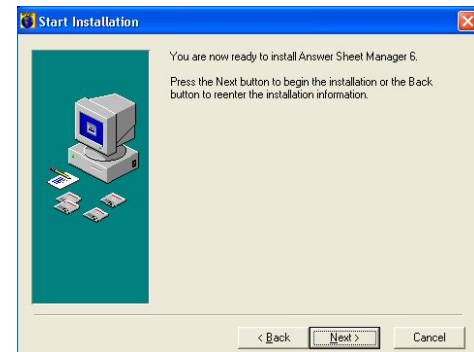
Accept the default location.

Click **NEXT**.

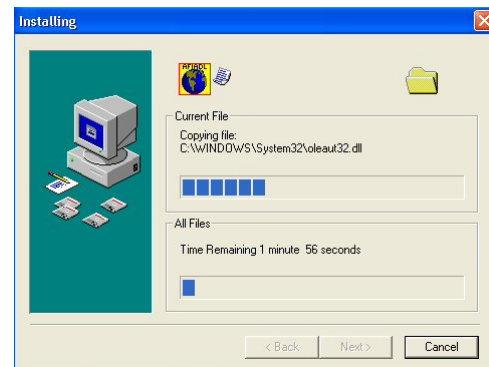
**10. Selecting NEXT in Step 9:**

Opens the **Start Installation** window.

Click **NEXT** to continue with the install.

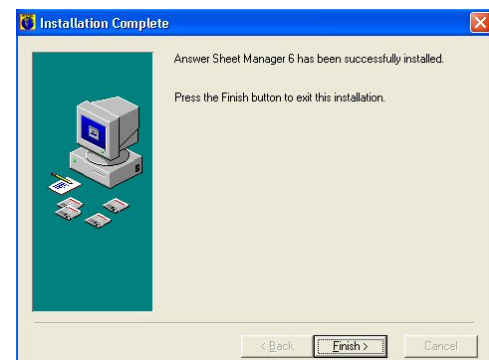
**11. When you click NEXT in Step 10:**

The **Installing** window opens and shows the progress of the install process.

**12. When the Installation Complete window shows:**

Click **FINISH** to end the install process and return to your Windows desktop screen.

You have now installed your new ASM program.



13. To add the **ASM icon** to your desktop:

Place the mouse on the **START** button.

Right click to get the pop-up box shown at the right.

Select **Explore** and click on it.



14. Select your hard drive (C:) and look for the **PROGRAM FILES** folder.

- Click on the **+** sign next to the **Program Files** folder to expand the list.
- Click on the **Answer Sheet Manager** folder.
- You will see the list of files shown at the right.



15. Place your cursor on the icon shown to the right.

- Hold down the left mouse button and drag the icon to the desktop.
- Release the mouse button.

You now have the ASM icon on your desktop.



16. The first time you open ASM after installing it, you need to complete the **Test Control Facility Data** information.

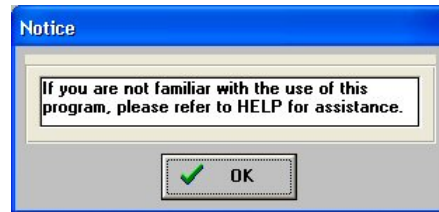
When you have entered your information, the **OK** box becomes active.

Click **OK** to continue to the program.

17. When you click **OK** in Step 16:

This **NOTICE** window opens.

Click **OK** to continue.

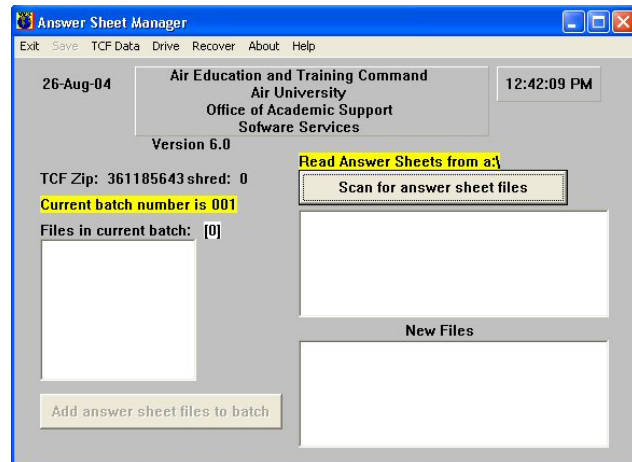


18. When you click **OK** in Step 17:

The main **Answer Sheet Manager** screen opens.

If you are ready to batch student data, follow the instructions on page 80.

If you are not ready, click **EXIT** on the menu to exit the program.



With the Answer Sheet Manager icon on the desktop, all you need to do to start the program is to place the mouse cursor over the icon and double-click.

How to Install the FTP Software

The file transfer protocol program for sending data to AFIADL is called WS_FTP. It is a Windows-based application for transferring files between your PC (the local system) and a remote system (AFIADL). WS_FTP allows you to connect to another system from your PC, browse directories and files on both systems, and transfer files between the systems.

For Your Computer Folks: WS_FTP is a File Transfer Protocol (FTP) client application that complies with the Windows sockets (Winsock) standard. WS_FTP can connect to any system that has a valid Internet Address and contains an FTP server program, allowing you to transfer files between a wide variety of systems, including Windows, OS/2, and UNIX systems.

The WS_FTP program is included on the E-Exam distribution CD that you received.

To install the FTP software:

1. Insert the distribution CD in the CD drive.

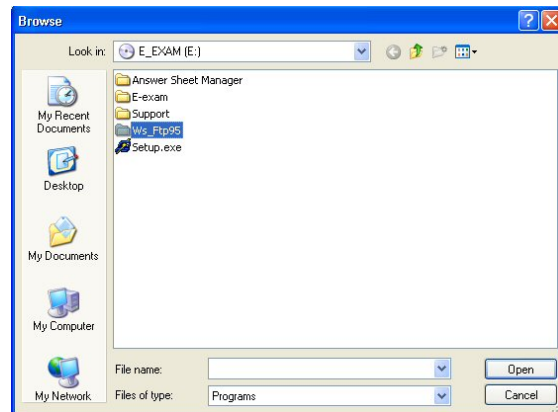
Click on **Start: Run**



2.
 - Use the **BROWSE** option to select the CD drive.
 - Click on the CD drive.
3. When the **BROWSE** window opens:

Look for the **WS_FTP95** folder

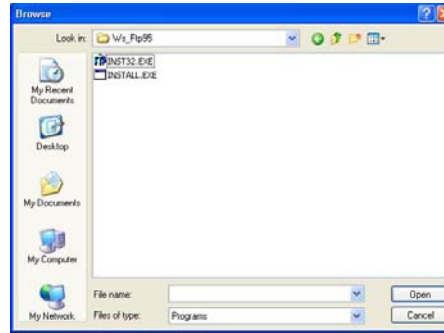
Double-click on the **WS_FTP95** folder



4. When you double-click on the **WS_FTP95** folder:

The **Look in** box shows **WS_FTP95**

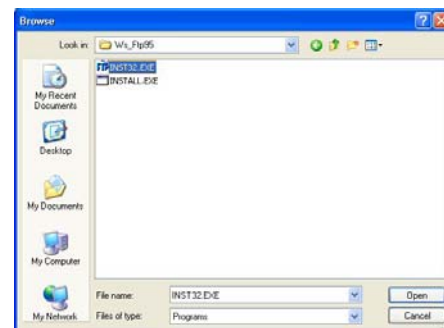
The window shows the **INST32.EXE** and **INSTALL.EXE** files



5. Click on the **INST32.EXE** file name

This places the **INST32.EXE** file name in the **File Name** box at the bottom of the screen

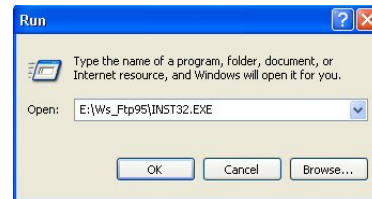
Click **OPEN**



6. When you click **OPEN** in Step 5:

You return to the **RUN** window and the file name shows in the **OPEN:** box

Click **OK**



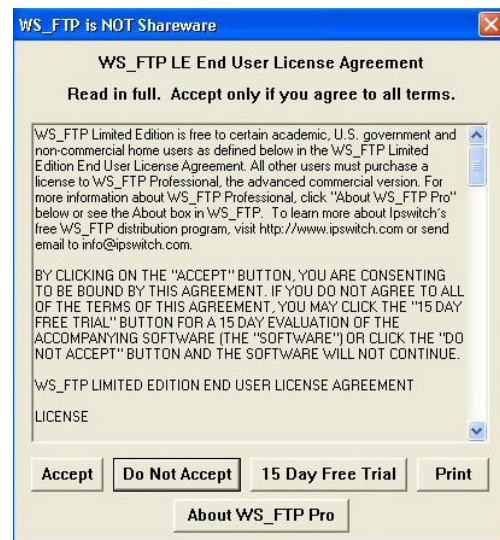
7. When you click **OK** in Step 6:

The **INST32.EXE** install program starts.

Read the **Welcome** screen.

As a Government user the program is free for you to use. This is the same program that you have been using with CerTest, it has just been updated a bit.

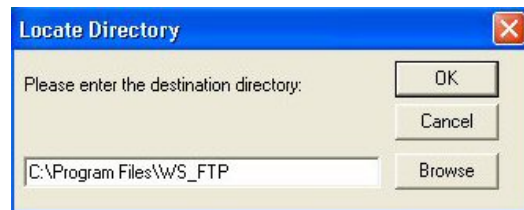
If you are ready to continue with the install process, click **ACCEPT**.



8. When you click **ACCEPT** in Step 7:

You see the **Locate Directory** window. This is where the FTP program will install.

To select the default location, Click **OK**.



9. Selecting **OK** in Step 8:

Opens another **Locate Directory** window. This is where you want your transfer files stored.

Change this to the folder **C:\FTPBatch**

Select **YES** when asked to create this folder

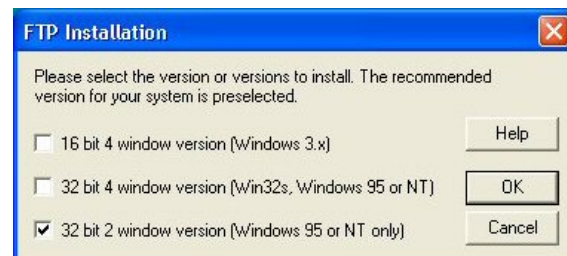
Click **OK**.

10. Selecting **OK** in Step 9:

Opens the **FTP Installation** window.

The **32 bit 2 window version (Windows 95 or NT only)** is checked. **Accept this default.**

Click **OK** to continue with the install.



11. When you click **OK** in Step 10:

The **Installation** window opens and shows the progress of the install process.



12. When the **Installation** process in Step 11 completes:

The **INPUT** window opens.

Enter your email address in the block where **guest@unknown** is highlighted.

Click **OK**.



13. When you click **OK** in Step 12:

The **Program Manager Group** window opens.

Accept the default.



Click **OK**.

14. When you click **OK** in Step 13:

The installation routine completes and you see the window shown on the right.

Click **OK**



15. To add the **FTP** icon to your desktop:

Place the mouse on the **START** button.

Right click to get the pop-up box shown at the right.

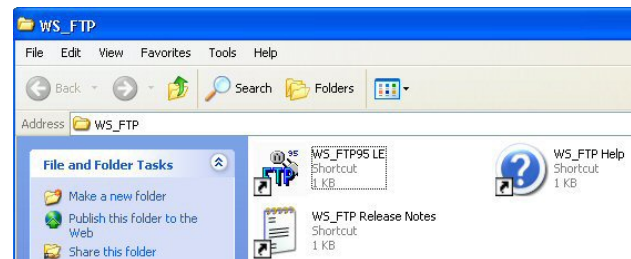
Select **Explore** and click on it.



16. Select your hard drive (C:) and look for the **PROGRAM FILES** folder.

Click on the **+** sign next to the **Program Files** folder to expand the list.

Click on the **WS_FTP** folder.



You will see the list of files shown at the right.

17. Place your cursor on the icon shown to the right.

Hold down the left mouse button and drag the icon to the desktop.

Release the mouse button.

You now have the FTP icon on your desktop.



Setting Up WS_FTP Software

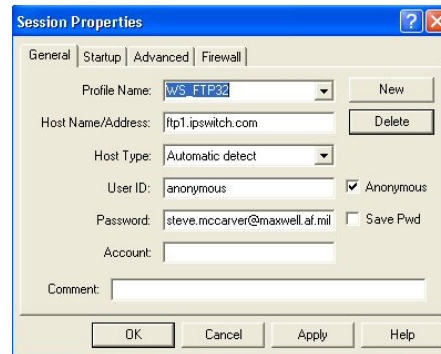
When you have completed installing the WS_FTP software, use these steps to create a profile which will make your FTP sessions easier.

1. If you placed the FTP icon on your desktop: Double click on the



to start the program.

When the program opens you see the **Session Properties** window.



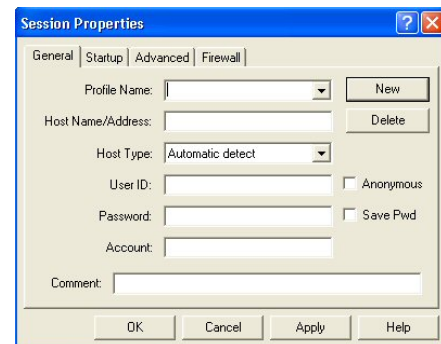
You are going to create a profile to use when sending data to AFIADL.

2. Click on the **NEW** button to begin creating your profile.



3. When you click **NEW** in Step 2:

The Session Properties window clears the previous entries.



You are now ready to begin entering information for your profile.

4. Make the following entries:

Profile Name: AFIADL

Host Name/Address: 132.60.202.90

Host Type: Automatic detect

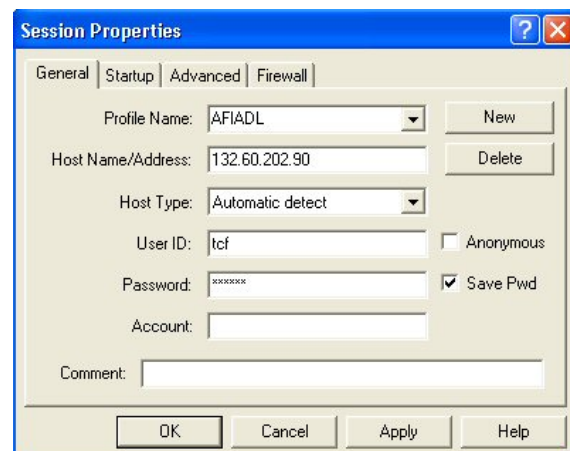
User ID: tcf

Password: upload

Click **Save Pwd** to save password

Click **APPLY** to save the changes

Click **OK**



You should see a **communication succeeded** message and hear a tone.

5. When you get the **communication succeeded** message and hear the tone, your profile has been established and you are able to access the AFIADL site.

You are now ready to use the FTP software to send data to AFIADL.

For instructions on how to send data using the FTP software, see page 82.

Once you have installed the FTP program, you are ready to send your batch files to AFIADL.

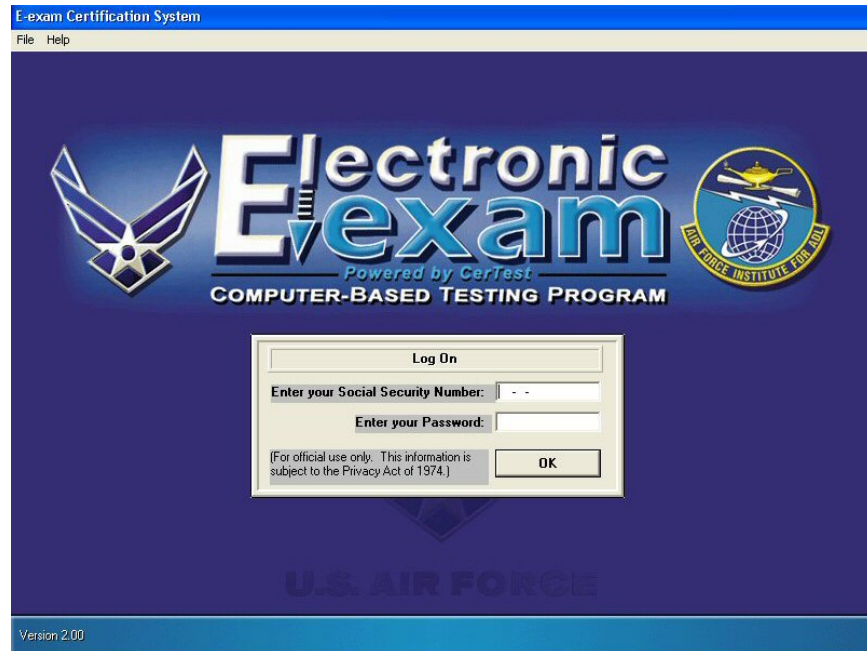
Getting Up and Running with E-Exam:

- 1. Entering TCF Information**
- 2. Adding Test Managers**
- 3. Deleting the Install Manager**

Entering TCF Information

Before you can use E-Exam to administer tests, you have to complete some administrative tasks that help identify your Test Control Facility.

When you open E-Exam for the first time after installing the program, you see a log-on screen that asks you to enter a Social Security Number and a password.



Do not enter your Social Security Number and a password here! Entering your Social Security Number and any password at this step will result in an error because your information has not been entered into the program and you will see an error message. Starting E-Exam at this point is accomplished using the default **Install Manager's** Social Security Number and password built into the program:

Social Security Number: 123-45-6789

Password: AFIADL

To complete the set up process, follow these instructions.

Enter Your TCF Information

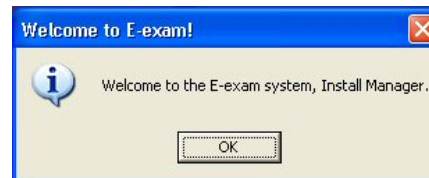
1. Enter the Install Manager Social Security Number and password in the appropriate blocks.

Click **OK** when you are ready to go to the next step.



A dialog box titled "Log On" with a close button (X) in the top right corner. It contains two input fields: "Enter your Social Security Number:" with the value "123-45-6789" and "Enter your Password:" with the value "XXXXXX". Below these fields is a small text box that says "(For official use only. This information is subject to the Privacy Act of 1974.)" and an "OK" button.

2. When you see this welcome screen, Click **OK** to continue.



A dialog box titled "Welcome to E-exam!" with a close button (X) in the top right corner. It features an information icon (i) and the text "Welcome to the E-exam system, Install Manager." Below the text is an "OK" button.

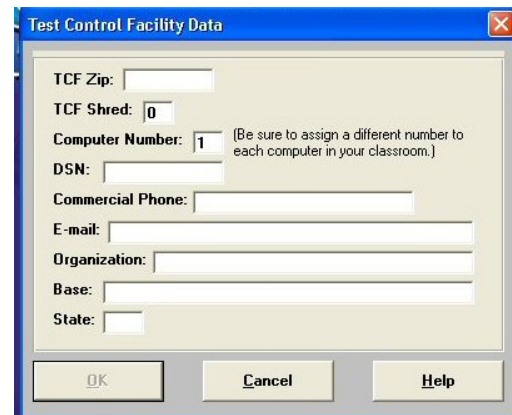
3. This screen is where you enter the data that identifies your TCF

Enter the full 9 digit TCF Zip Code.

Change the TCF Shred from the default if your shred is not 0.

The Computer Number should change for each PC you install the program on.

You will not be able to use E-Exam without entering this information.

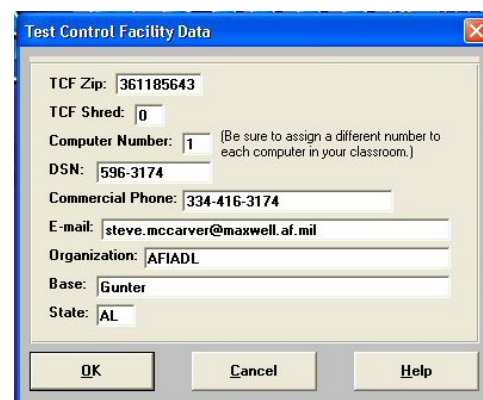


A dialog box titled "Test Control Facility Data" with a close button (X) in the top right corner. It contains several input fields: "TCF Zip:" (empty), "TCF Shred:" (0), "Computer Number:" (1) with a note "(Be sure to assign a different number to each computer in your classroom.)", "DSN:" (empty), "Commercial Phone:" (empty), "E-mail:" (empty), "Organization:" (empty), "Base:" (empty), and "State:" (empty). At the bottom are "OK", "Cancel", and "Help" buttons.

Notice that the **OK** box is "greyed out" (not active). It will change to active and allow you to select it once all of the items on the screen have been completed

4. Once all of the data has been entered the OK button is activated.

Click **OK** to complete the set-up process.

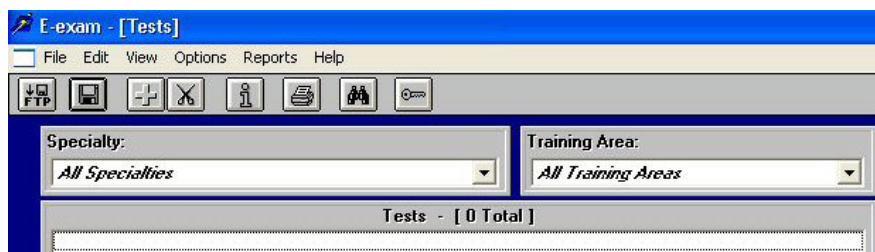


The same "Test Control Facility Data" dialog box as above, but with data entered in all fields: "TCF Zip:" (361185643), "TCF Shred:" (0), "Computer Number:" (1), "DSN:" (596-3174), "Commercial Phone:" (334-416-3174), "E-mail:" (steve.mccarver@maxwell.af.mil), "Organization:" (AFIADL), "Base:" (Gunter), and "State:" (AL). The "OK" button is now active.

Once you have entered the TCF data, you will not need to enter it again. However, if your TCF information changes, you may edit the TCF data.

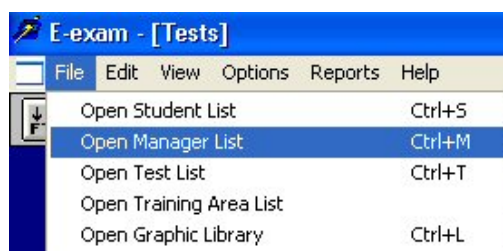
Note: You **MUST** fill in the 9 digit TCF Zip, TCF Shred, and Base fields in order to continue. If you are using *E-Exam* on more than one stand-alone computer, assign each computer a different number and enter that number in the Computer Number field. This is not necessary if you are running *E-Exam* on a Local Area Network.

When you select OK in step 4 above, the E-Exam program opens to the default screen:



The next step is to add yourself (and any other test administrators) as managers. To do this:

1. Click on **FILE** on the toolbar.
2. Select **Open Manager List** on the File drop down menu.



Adding Test Managers

After you have opened the program, entered your TCF information in the appropriate blocks, and logged in as the generic manager in the previous step you are ready to add some managers to the program.

When you exit the program the first time the Install Manager is deleted, so it is important that you add test managers now. If you do not add at least one manager now, you will not be able to access the program without reinstalling it.

If you are going to be the primary test manager, add yourself to the manager list first. Then add any other individual test control office personnel who are qualified to administer tests before exiting the program.

Add a Test Manager

1. From the **File** menu:
 - Select **Open Manager List**.



2. When the **Manager List** opens the default managers are listed.



3. To **add a Manager**:
 - Select **EDIT**.
 - Then select **ADD MANAGER**:



4. The **New Manager Information** screen opens.

New Manager Information

Last Name:
 First Name: Middle Initial:
 SSN: Service: Rank:
 Specialties:
☒ Aircrew Operations
☒ Aircrew Protection
☒ Chaplain Service
☒ Civil Engineering
☒ Command Control Systems Operation
☒ Communications-Computer Systems
☒ Communications-Electronics
☒ Contracting
☒ Dental
☒ Financial & Financial Management
☒ Fire Protection

Buttons: Password, Privileges, Help, OK, Cancel

5. On the **New Manager Information** screen, enter:
- Last Name
 - First Name
 - Middle Initial (Type or use the down arrow to select from a drop-down list)
 - SSN

New Manager Information

Last Name:
 First Name: Middle Initial:
 SSN: Service: Rank:
 Specialties:
☒ Aircrew Operations
☒ Aircrew Protection
☒ Chaplain Service
☒ Civil Engineering
☒ Command Control Systems Operation
☒ Communications-Computer Systems
☒ Communications-Electronics
☒ Contracting
☒ Dental
☒ Financial & Financial Management
☒ Fire Protection

Buttons: Password, Privileges, Help, OK, Cancel

6. Select the branch of **SERVICE** or appropriate category for the manager you are adding.
 To select the branch:
- Click on the down arrow in the **SERVICE** box
 - Scroll through the list and click on the appropriate selection.
7. To select the **RANK** from the drop down list:
- Click on the down arrow in the **RANK** box
 - Scroll through the list and click on the appropriate selection.

Service:
 Rank:
 List: Air Force, Army, Civil Service, Coast Guard, Contractor, DLA, Forestry Service, Marine Corps

Rank:
 List: GS-1, GS-2, GS-3, GS-4, GS-5, GS-6, GS-7

Note that the rank options change according to the **SERVICE** selected in the **SERVICE** box in Step 5.

8. Select a Password.

- **Do not** use any password you use for other computers you have access to.
- The password does not need to meet the same standards as your network passwords for your base network access.
- Do not use a password easily associated with you (nicknames, phone numbers, pet's names, children's names, etc.)
- Select something that is easy to remember.

9. In the **Change Manager's Password** dialog box:

- Enter your **New Password**.
- Verify your Password by repeating the entry from the New Password box.

Click OK to return to the **NEW MANAGER INFORMATION** screen to check **PRIVILEGES**.

When both **PASSWORD** blocks match, the password is created and the **OK** button is active.

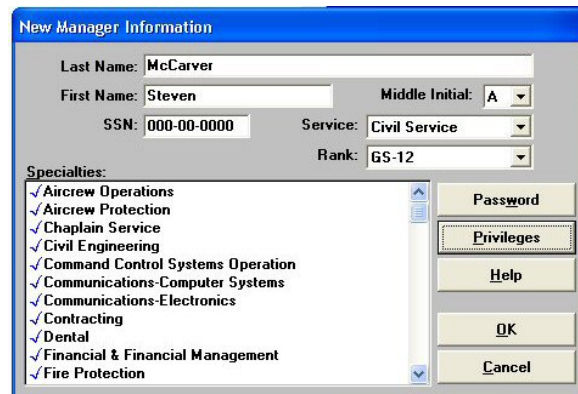
The **PASSWORD** will not show in either box, capital Xs will be shown instead.



The dialog box titled "Change Manager's Password" has two input fields: "Enter new Password:" and "Verify Password:". Both fields are empty. Below the fields is a text box stating: "This password is used during the manager's initial log on and will also be added to the list of Test Validation Codes." At the bottom are "OK" and "Cancel" buttons.



The dialog box titled "Change Manager's Password" has two input fields: "Enter new Password:" and "Verify Password:". Both fields now contain a capital 'X'. Below the fields is a text box stating: "This password is used during the manager's initial log on and will also be added to the list of Test Validation Codes." At the bottom are "OK" and "Cancel" buttons.

10. To set **PRIVILEGES** for the **NEW MANAGER**, click on the **PRIVILEGES** box.

The "New Manager Information" dialog box contains the following fields and options:

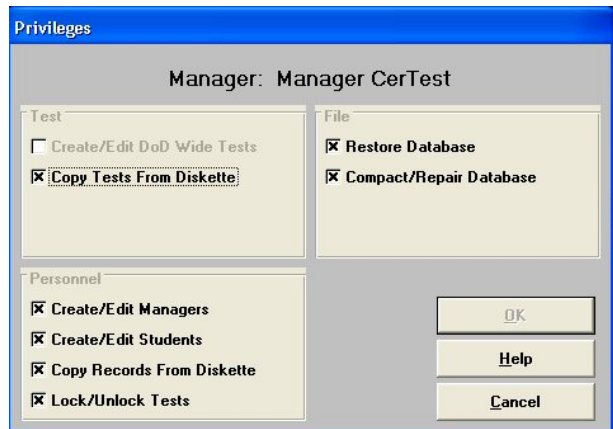
- Last Name: McCarver
- First Name: Steven
- Middle Initial: A (dropdown)
- SSN: 000-00-0000
- Service: Civil Service (dropdown)
- Rank: GS-12 (dropdown)
- Specialties (list with checkboxes):
 - ✓ Aircrew Operations
 - ✓ Aircrew Protection
 - ✓ Chaplain Service
 - ✓ Civil Engineering
 - ✓ Command Control Systems Operation
 - ✓ Communications-Computer Systems
 - ✓ Communications-Electronics
 - ✓ Contracting
 - ✓ Dental
 - ✓ Financial & Financial Management
 - ✓ Fire Protection
- Buttons on the right: Password, Privileges, Help, OK, Cancel.

11. All **DEFAULT** privileges should be selected.

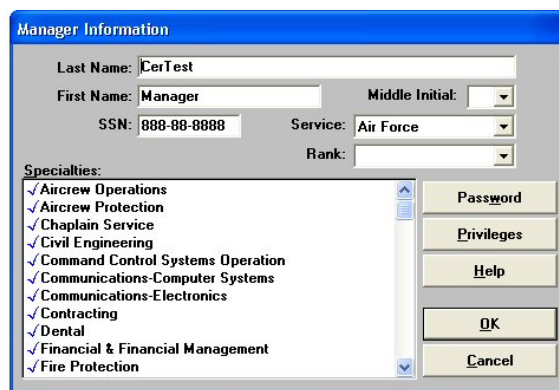
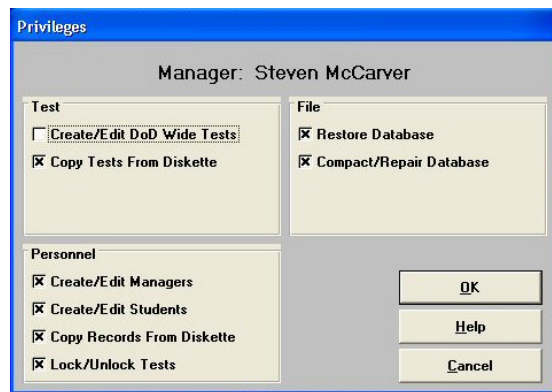
The only **PRIVILEGE** *not* available to local managers using E-Exam is the ability to Create/Edit DoD Wide Tests.

To restrict privileges: change the default selection for a privilege by clicking on the PRIVILEGE's check box to remove the X. This removes that privilege.

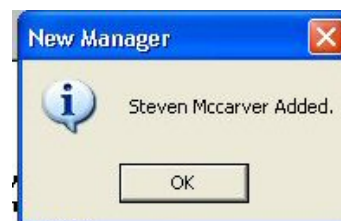
Note: You can only take this action when logged in as the Install Manager.



12. When the screen reflects the desired privileges, select **OK** and you return to the **Manager Information** screen.



13. When you select OK as the final step in the **MANAGER INFORMATION** box, you get a confirmation that the **NEW MANAGER** has been added.



14. Select **OK** in the **NEW MANAGER** message box.

To verify that the manager has been added:

Select **FILE: OPEN MANAGER LIST**



The list of managers will display.



15. To **ADD ADDITIONAL MANAGERS**, repeat the process for each additional manager you need to add.

When you have added and verified the addition of at least one manager, exit the program to complete the set up process.

When you exit, the Install Manager is automatically deleted.

If you did not successfully add at least one manager, you will not be able to access the program and will have to complete the install routine again.

ABOUT THE SPECIALTIES LIST

Notice the specialties listing shown on the **MANAGER INFORMATION** screen. All specialties are automatically selected for all managers. The **SPECIALTIES** list provides added functionality when adding students to the program and when unlocking tests for students. Additional information about how this feature works is included in the **ADD STUDENTS** section later in this Guide.

Deleting the Install Manager

If, for some reason, the Install Manager was not automatically deleted, manually delete it using these steps:

1. Start E-Exam and sign in with your Social Security Number and Password.
 - Click **OK**
 - At the "Welcome. . .your last log in was. . ." box, Click **OK**



2.
 - Click on **File** in the toolbar.
 - Select **Open Manager List** from the drop down menu



3. Click on **Install Manager** in the manager list.



4. Select **Edit : Delete Manager** from the drop down menu



5. When the **Delete Manager** box opens,
 - Select **Yes to Delete Manager** shown in box.



6. After you click **Yes to Delete Manager**:
 - Install Manager is deleted as manager
 - The **Manager List** is displayed

Congratulations, you have successfully deleted the generic manager. From this point on, *only those individuals in the Manager List* will be able to use the program from the log on screen.

Preparing for Testing Sessions:

- 1. Adding Students to the Student List**
- 2. Check Enrollment in Web CDSAR**
- 3. Determine E-Exam Number**
- 4. Unlock the Test**
- 5. Using the Training Area Option**
- 6. Optional Unlock Method**

Student Testing Sessions

Student Testing! Here is the heart of the E-Exam program: providing the test and a score for enrolled students. You've always provided this service; now you're doing it with a twist. You're providing a computer-based test rather than a paper one and you're providing immediate feedback on performance. The student will still receive an official score report postcard from AFIADL. And, just like you've always done, there are some administrative tasks associated with the student testing session.

Working with E-Exam you will be responsible for:

- Entering Student Information in the program
- Providing Assistance if requested (the *Student Guide* and E-Exam tutorials should suffice)
- Unlocking Tests for the Students
- Initiating the Scoring Process
- Printing a Student Report
- Sending Student Data to AFIADL

So, let's get started with the first step: Entering Students in the program.

Adding Students To The Student List

Before you allow a student to take a test in E-Exam, the student's information must be entered into the program. Entering student data is a process similar to that of adding managers to the program.

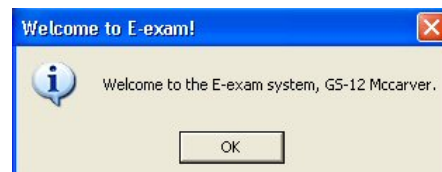
You may enter students before their testing sessions if you have their information. You may enter students at the start of the testing session. When you do this is your decision. Just remember that student data must be in E-Exam *before* you can unlock a test and *before* the student can log on to take a test.

How to Add a Student

The **Add Student** function enrolls a new student for taking tests in the *E-Exam* program.

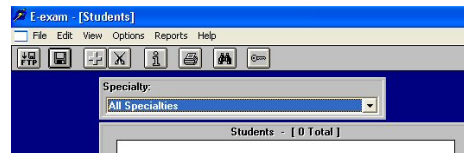
1. Start E-Exam and log on as Manager

Click **OK** in the **Welcome to E-exam!** block



2. E-Exam should open showing the **Student List**.

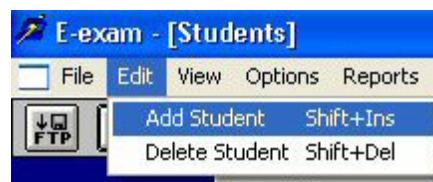
Unless you have students converted from a previous CerTest installation, the list should show no students at this time.



3. If the **Student List** is *not* showing:
 - Select **File** from the toolbar
 - Select **Open Student List** from the drop down menu



4. When the **Student List** is showing on the screen
 - Select **Edit**
 - Select **Add Student** from the drop down menu



5. The **New Student Information** box opens

New Student Information

Last Name:

First Name: Middle Initial:

SSN: Service:

Rank:

Specialties:

- Aircrew Operations
- Aircrew Protection
- Chaplain Service
- Civil Engineering
- Command Control Systems Operation
- Communications-Computer Systems
- Communications-Electronics
- Contracting
- Dental
- Financial & Financial Management
- Fire Protection

Buttons: Password, Help, OK, Cancel, Select All Specialties, Select No Specialties

6. Enter the appropriate data in the **New Student Information** screen:

- Last Name
- First Name
- Middle Initial
- Student's Social Security Number (SSN)

Use the drop down menu to select the appropriate entry for:

- Service
- Rank

New Student Information

Last Name: Hackenbush

First Name: Hugo Middle Initial: Z

SSN: 00-00-0000 Service: Air Force

Rank:

Specialties:

- Aircrew Operations
- Aircrew Protection
- Chaplain Service
- Civil Engineering
- Command Control Systems Operation
- Communications-Computer Systems
- Communications-Electronics
- Contracting
- Dental
- Financial & Financial Management
- Fire Protection

Buttons: Password, Help, OK, Cancel, Select All Specialties, Select No Specialties

New Student Information

Last Name: Hackenbush

First Name: Hugo Middle Initial: Z

SSN: 00-00-0000 Service: Air Force

Rank:

Specialties:

- Aircrew Operations
- Aircrew Protection
- Chaplain Service
- Civil Engineering
- Command Control Systems Operation
- Communications-Computer Systems
- Communications-Electronics
- Contracting
- Dental
- Financial & Financial Management
- Fire Protection

Buttons: Password, Help, OK, Cancel, Select All Specialties, Select No Specialties

7. The next step is to assign **SPECIALTIES**.

Specialties are used to identify the Career Field the student is in. **Selecting a Specialty** has the benefit of reducing the numbers of tests you will see in the Test List when you go to Unlock tests for this student. With a **Specialty** selected, you only see the tests for that specialty in the Test List for the student.

If you **SELECT ALL SPECIALTIES** then all specialties will be selected. This is indicated by a check mark to the left of the **Specialty** in the list. All of the tests will show in the test list when you see the Unlock Test screen for this student.

If you **SELECT NO SPECIALTIES**, then no tests will show in the Unlock Test screen for this student. Notice that none of the **Specialties** are checked.

A complete list of **Courses and Specialties** starts on page 135.

8. To select a SPECIALTY:
- Scroll down the list using the scroll bar on the right side.
 - When you reach the appropriate **Specialty**, simply double-click on the **Specialty** line using the LEFT mouse button.
 - The **Specialty** will be highlighted (selected) and a check mark is placed next to the specialty.

The screenshot shows the 'New Student Information' window. The 'Last Name' is Hackenbush, 'First Name' is Hugo, 'Middle Initial' is Z, 'SSN' is 00-00-0000, 'Service' is Air Force, and 'Rank' is SSgt. The 'Specialties' list includes: Aircrew Operations, Aircrew Protection, Chaplain Service, Civil Engineering, Command Control Systems Operation, Communications-Computer Systems, Communications-Electronics, Contracting, Dental, Financial & Financial Management, and Fire Protection. All specialties have a check mark in the left column. At the bottom, there are buttons for 'Select All Specialties' and 'Select No Specialties'. On the right side, there are buttons for 'Password', 'Help', 'OK', and 'Cancel'.

This screenshot is identical to the previous one, showing the 'New Student Information' window with the same student data. However, in this version, none of the specialties in the list have a check mark, indicating that no specialties are selected.

This screenshot shows the 'New Student Information' window with the same student data. In the 'Specialties' list, 'Fire Protection' is highlighted in blue, and a check mark is placed next to it, indicating it is the selected specialty. The other specialties in the list do not have check marks.

9. The next task is to assign the student a password.

Click on **Password**

- The **Change Student Password** box opens
- Enter a password in the **Password** box
- Re-enter the password in the **Verify Password** box
- Click **OK**

AFIADL recommends using the last 4 digits of the student's Social Security Number as the student's password.

Students are less likely to forget this and you can easily remind them of what their password is if you are asked.

- There are no specific rules for the password; simple is best.
- You assign the password for initial program log on by the student
- The student may change the password once log on is completed
- If the student forgets the password, you can change it for the student.

Change Student's Password

Enter new Password:

Verify Password:

This password is used during the student's initial log on.

Change Student's Password

Enter new Password:

Verify Password:

This password is used during the student's initial log on.

10. Once you have assigned the password and selected OK, you return to the **New Student Information** screen

The **OK** box is now active. Review the student information for accuracy

- Click **OK**

New Student Information

Last Name:

First Name: Middle Initial:

SSN: Service:

Rank:

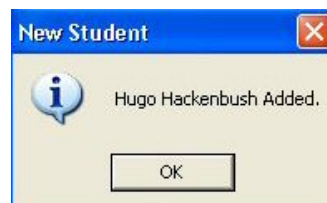
Specialties:

- Command Control Systems Operation
- Communications-Computer Systems
- Communications-Electronics
- Contracting
- Dental
- Financial & Financial Management
- ☒ Fire Protection
- Fuels
- General Military Training
- Historian
- Information Management

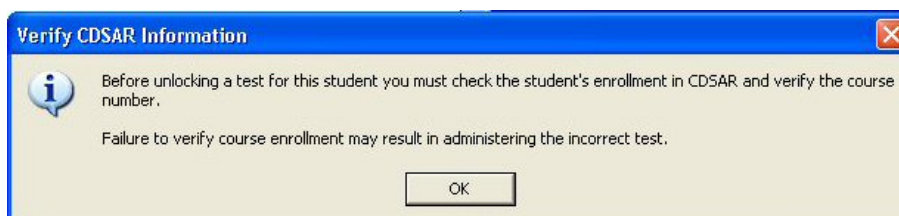
11. When you click OK:

A NEW STUDENT screen displays stating that the student has been added.

Selecting **OK** returns you to the Student List.

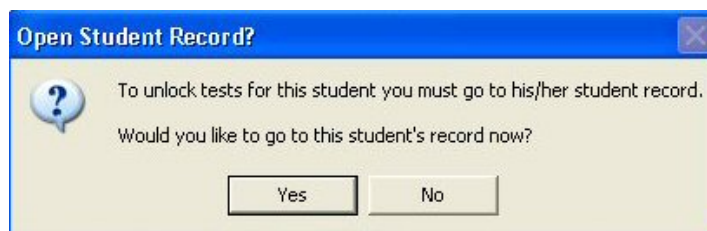


12. When you select OK in step 11, you will see this screen:



It is very important that you verify the student's enrollment via CDSAR in order to determine the correct E-Exam to administer for the student.

13. When you click OK in step 12, you see this screen:



If you have already checked the student's enrollment in CDSAR, select YES.

If you have not checked the enrollment in CDSAR, select NO.

If you need to add more students, select NO.

To add more students, repeat steps 4 through 11.

Once you have finished adding a student or list of students, you can administer tests.

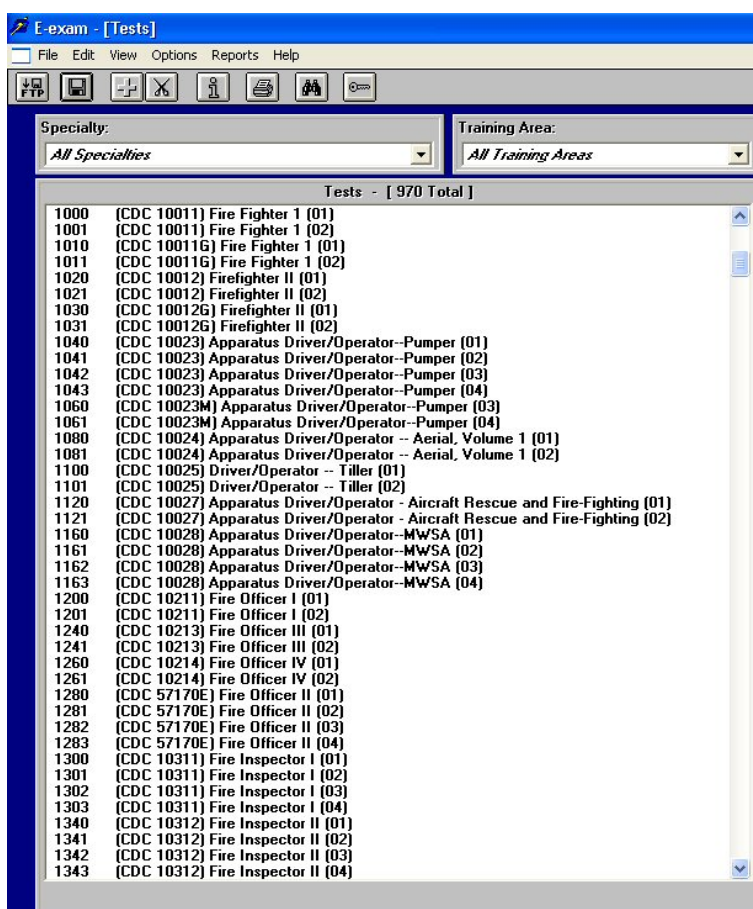
However, before you can administer a test to a student (after adding a student to the student list), you must verify a student's enrollment using Web CDSAR access and determine the correct test to unlock.

Instructions on verifying enrollment via Web CDSAR and unlocking a test follow.

How To Check an Enrollment Using Web CDSAR

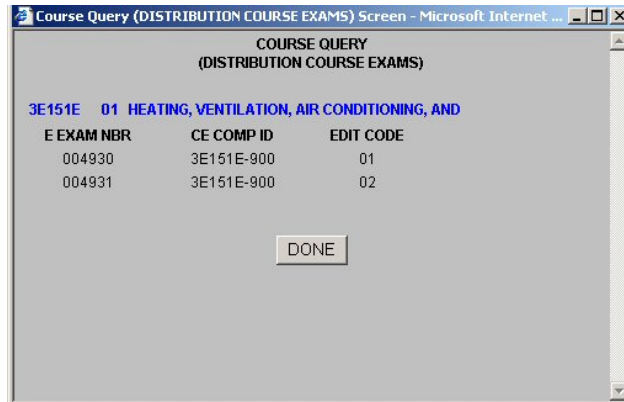
Those of you familiar with the previous version of AFIADL's CerTest program will notice this as a major change in requirements. Many of you will ask why you are being instructed to check a student's enrollment using your Web CDSAR log in before unlocking a test for a student.

The answer to your question of why has to do with the changes in the tests E-Exam administers. In addition to the tests you are familiar with from AFIADL CerTest, E-Exam is adding tests for all CDCs not previously included in CerTest. The difference between these tests and the CerTest version is that we are replicating the paper tests in E-Exam while we make the transition to computer based testing. As you will see from the following sample screen, there are many more tests to select from than the approximately 80± tests in CerTest. In E-Exam you are dealing with 1,000± tests. Searching a large list for a test is time consuming. Using the **Specialty** and **Training Areas** options makes it easier. With the correct test number you can use the **Search** option to find the test that you need.



As you can see from the preceding sample test listing, many of the courses have more than 2 forms of an exam (as indicated by the numbers in parenthesis following the test name). These “form” numbers are related to the edit code of the course the student is enrolled in. In order to be sure that you have the correct test for a student you must verify the student's enrollment using Web CDSAR.

We have added a screen in Web CDSAR that identifies the correct E-Exam test number for an enrolled student. Here is an example of a search result:



COURSE QUERY (DISTRIBUTION COURSE EXAMS)		
3E151E 01 HEATING, VENTILATION, AIR CONDITIONING, AND		
E EXAM NBR	CE COMP ID	EDIT CODE
004930	3E151E-900	01
004931	3E151E-900	02

DONE

Instructions on how to reach this screen follow. But before we tell you how to do that, *a note of caution:* Notice the **E-Exam NBR** column on this screen. It has a 6 digit number (004930). When using this number to unlock a test in E-Exam, discard the first two 00s. The numbers in E-Exam are only 4 digits (4930) and Answer Sheet Manager will add the extra 00s when you download student data so that a 6-digit E-Exam number is transmitted to AFIADL for processing in CDSAR.

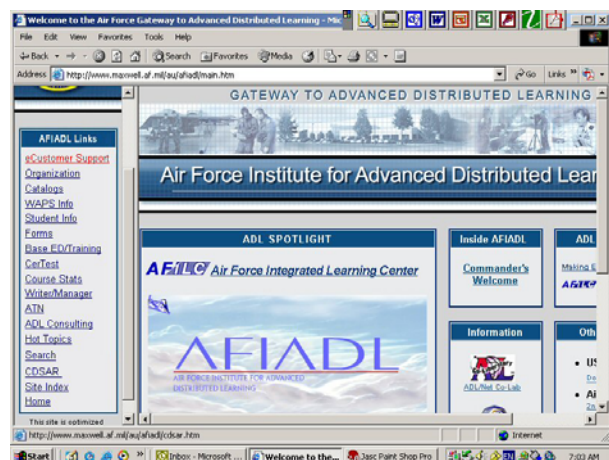
When you unlock a test for this student, you may initially unlock either of the valid E-Exam numbers for the student's first test session. Should the student fail the test and need a retake, simply unlock the other form at the time the student schedules a retake.

Checking Student Enrollment & Determining E-Exam Numbers

1. Open **Internet Explorer** (IE) and go to the AFIADL home page.

<http://www.maxwell.af.mil/au/afiadl>

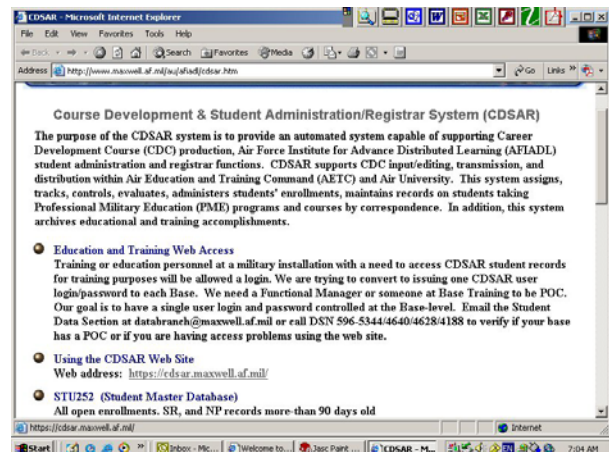
Select **CDSAR** from the **LINKS** in the left column.



2. Selecting **CDSAR** in the LINKS section brings you to this page.

If you have not used Web CDSAR before, this page provides the basic information on the types of searches you can do and how to interpret some of the codes you see.

When you are ready to search, click on the link under the bullet for **USING THE CDSAR WEB SITE** to go to the actual Web CDSAR page.



3. When you select the CDSAR Web address link on the previous screen, you see this authentication screen.

Click **OK**.

Note: if you have a CAC card and reader attached to your PC, you may be asked to insert your card into the reader at this step.



4. Clicking **OK** in Step 3 brings up the **CDSAR Login** screen.

Enter your USERNAME
Enter your PASSWORD

Click **SUBMIT**

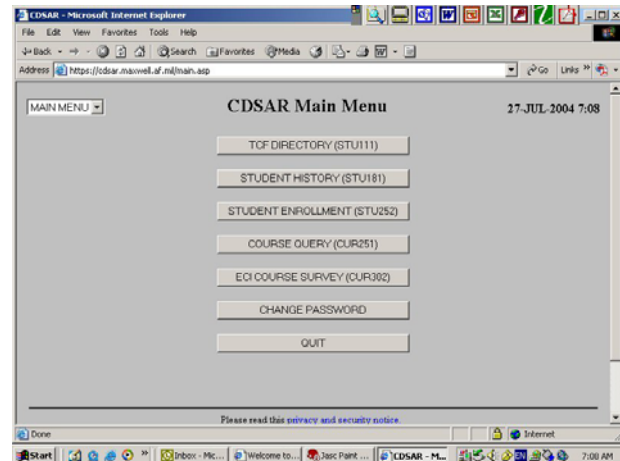
If you do not have a username and password, follow the instructions on the screen shown in Step 2 above.



5. When you click **SUBMIT** in Step 4:

The **CDSAR MAIN MENU** screen opens.

Select **STUDENT ENROLLMENT**



6. In the **STUDENT ENROLLMENT QUERY** screen:

Enter the student's **SSN** in the SSN block

Click **EXECUTE QUERY**

7. The **STUDENT ENROLLMENT QUERY** screen displays the enrollment information for the student's SSN you entered in Step 6.

Print the screen for your records.

To determine the E-Exam for this student, click the **E-EXAM QUERY** button at the bottom of the screen.

We have blocked the SSN and name on this screen to comply with Privacy Act provisions.

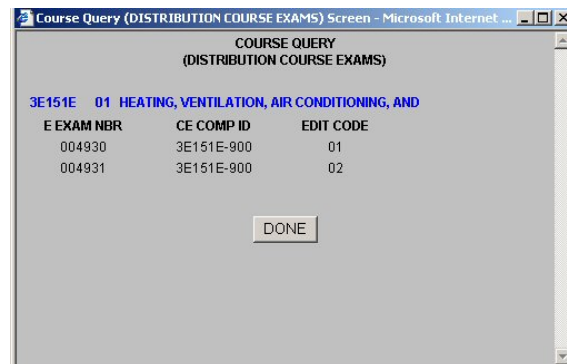
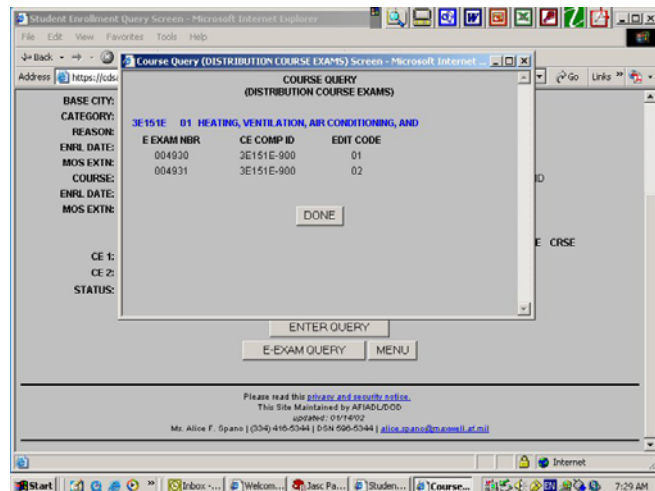
8. When you click the **E-EXAM QUERY** button in Step 7, the **COURSE QUERY (DISTRIBUTION COURSE EXAMS)** screen is displayed.

This screen shows the TWO VALID E-EXAM TESTS for this student's enrollment.

While this screen is showing, copy the last 4 digits (4930, 4931) onto the **STUDENT ENROLLMENT QUERY** copy you printed in Step 7. This will serve as your record when you enter the student in E-Exam and unlock a test.

When you are finished, select **DONE**.

You can perform another query, select **MENU**, and then **Exit**. Or simply close your browser window.



Now that you have the correct E-Exam numbers for your student, you are ready to unlock a test prior to his test session.

How to Unlock a Test

Locking and unlocking a test allows the manager to open a test for a student to take or close a test to prevent a student from taking or viewing it. If a test is locked, a key is displayed to the left of that test's name on the Student Record screen.

1. If the program is not open, start E-Exam and log in as manager.
2. Open the **Student List**

- Select **File** from the toolbar
- Select **Open Student List**



3. Highlight the name of the student whose record you want to view.
 - **Select the name by:**
Clicking on the Name with the left mouse button



With the name highlighted, you can also view the STUDENT RECORD by selecting VIEW and STUDENT RECORD from the drop down menu. With STUDENT RECORD selected, LEFT click the mouse to move to the STUDENT RECORD screen shown in Step 4.



4. To see the available tests, double-click on the name you selected in Step 3. It will be highlighted in blue.

When you double-click you will go to the Student Record Screen.


In the box labeled Posttests at the bottom you can see there are 102 tests available in the Fire Protection specialty for Sgt Hackenbush.

Lock	Test	Test Title	Stat	Score	Date	Attempts
🔒	9019 (CDC 100275)	Driver/Operator ARFF-Multimedia				
🔒	9028 (CDC 10211G)	Fire Officer I				
🔒	9029 (CDC 10212G)	Fire Officer II				
🔒	9030 (CDC 57170G)	Fire Officer I				
🔒	9031 (CDC 57170K)	Fire Officer II				
🔒	9032 (CDC 10213G)	Fire Officer III				
🔒	9033 (CDC 10214G)	Fire Officer IV				
🔒	9038 (CDC 10411S)	Fire Instructor I				
🔒	9039 (CDC 10411G)	Fire Instructor I				
🔒	9041 (CDC 10412G)	Fire Service Instructor II				
🔒	9042 (CDC 10413G)	Fire Service Instructor III				
🔒	9050 (CDC 10311G)	Fire Inspector I				
🔒	9051 (CDC 10312G)	Fire Inspector II				
🔒	9052 (CDC 10313G)	Fire Inspector III				
🔒	9056 (CDC 10311G)	Fire Inspector I, EDIT CODE 2				
🔒	9057 (CDC 10312G)	Fire Inspector II, EDIT CODE 2				
🔒	9058 (CDC 10313G)	Fire Inspector III, EDIT CODE 2				
🔒	9500 (CDC 10011G)	Fire Fighter 1 (01) CerTest				
🔒	9600 (CDC 10011G)	Fire Fighter 1 (02) CerTest				
🔒	9700 (CDC 10012G)	Firefighter II (01) CerTest				
🔒	9800 (CDC 10012G)	Firefighter II (02) CerTest				

Available Tests: 0 Posttests: 102 Unmastered Posttests: 102

5. Use the note you made of the eligible test numbers for Sgt Hackenbush from your Web CDSAR inquiry.

You can quickly locate the test by

selecting  on the tool bar.

When the **SEARCH** box opens, type in the test number you are looking for.

Notice the **FIND NEXT** button is active.

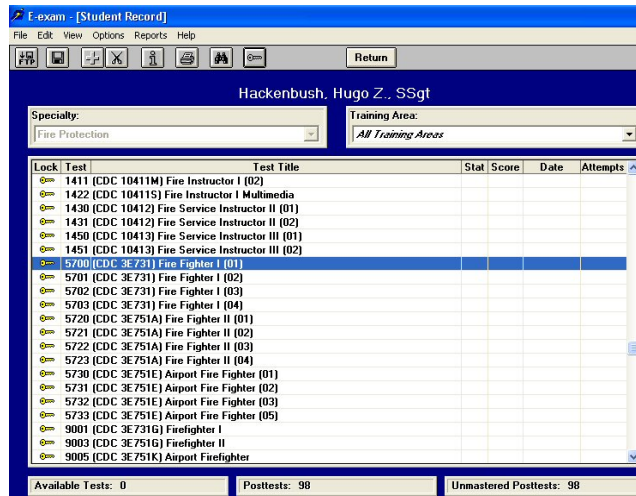
Click on it to start the search for E-Exam 5700.

6. When **SEARCH** is complete you see the test highlighted in blue.

In this case test 5700 is form 01 for CDC 3E731.

You may administer this as Sgt Hackenbush's first test.

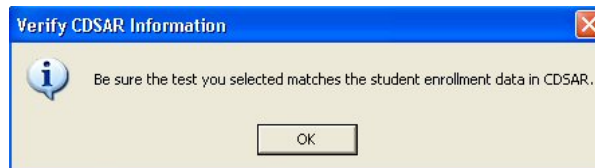
Should he fail this, then you would unlock test 5701, form 02 for CDC 3E731, for his retake.



7. To **Unlock the test**:

Click  on the toolbar.

When you click on the **KEY** icon, you will see this reminder screen.

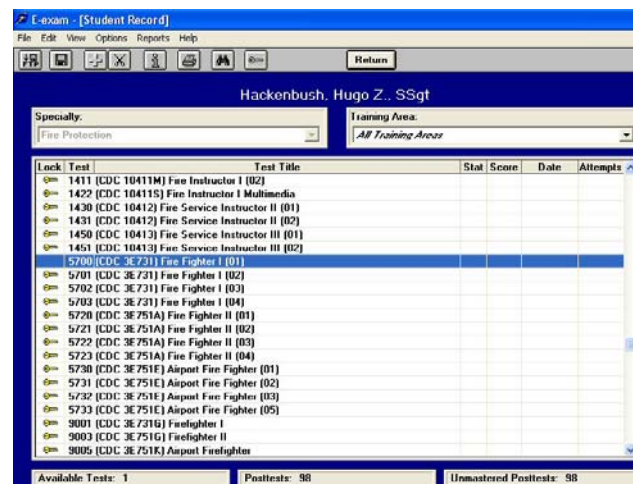


Because you have already checked the enrollment and were searching for the appropriate test number, click **OK**.

8. After you click OK in Step 7:

The **VERIFY CDSAR INFORMATION** screen closes and you return to the test list and see that the **KEY** icon has been removed from the column opposite Test 5700.

The test is unlocked for Sgt Hackenbush and he can take the test when he logs on to E-Exam.



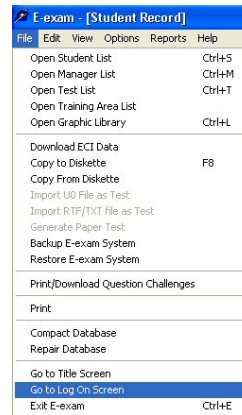
9. If you have more students to unlock tests for, click the **RETURN** button and repeat Steps 2 through 8 for each student. When you have completed the unlock process for the students you are going to test during a session, then you can return to the log on screen and you are ready to begin testing.

10. To return to the Log On screen:

Select **FILE** from the toolbar.

Select **GO TO LOG ON SCREEN**
from the drop down menu.

Click with the **LEFT** mouse button
and you return to the **LOG ON**
screen.



You have now unlocked a test for the student.

Helpful Hints:

- You can double-click on the lock column next to a test to toggle the lock status.
- You can use the **L** and **U** keys to **Lock** or **Unlock** tests instead of the key icon in the tool bar.

To exit the Student Record screen: Press **CTRL + S**.

Once you have unlocked the appropriate test and returned to the Log On screen, its time for the Student to take the test.

Using the Training Area Option

In the preceding instructions for unlocking a test you probably noticed that Sgt Hackenbush's record displayed all of the tests in the Fire Fighter career field when you went to unlock a test for him. This list included 90± tests that you needed to search through to find the specific test for Sgt Hackenbush. The search feature is one approach. Another is to use the **Training Area** option shown on the Student Record screen.

The **Training Area** block is a drop down menu list of specific training areas within a career field. Not all career fields will have training areas; those that do not will have the *All Training Areas* line in the **Training Area** box grayed out (inactive). Specialties with active **Training Areas** show the *All Training Areas* in black print and the **Training Area** box is active. When you select a **Training Area**, only the tests associated with that area are displayed in the Student Record screen. Information about **Specialties and Training Areas** for courses begins on page 135.

To use the **Training Area** option:

1. When you open the Student Record all of the tests for the Specialty you selected when you added the student to the program are shown.

In some cases this is a long list. In this example there are 90 tests for the Fire Protection specialty.

If you know what Sgt Hackenbush's specialty is, you can reduce the number of tests shown on this screen by using the **Training Area** option.

Lock	Test	Test Title	Stat	Score	Date	Attempts
	1001 (CDC 10011)	Fire Fighter 1 (02)				
	1010 (CDC 10011G)	Fire Fighter 1 (01)				
	1011 (CDC 10011G)	Fire Fighter 1 (02)				
	1020 (CDC 10012)	Firefighter II (01)				
	1021 (CDC 10012)	Firefighter II (02)				
	1030 (CDC 10012G)	Firefighter II (01)				
	1031 (CDC 10012G)	Firefighter II (02)				
	1040 (CDC 10023)	Apparatus Driver/Operator--Pumper (01)				
	1041 (CDC 10023)	Apparatus Driver/Operator--Pumper (02)				
	1042 (CDC 10023)	Apparatus Driver/Operator--Pumper (03)				
	1043 (CDC 10023)	Apparatus Driver/Operator--Pumper (04)				
	1060 (CDC 10023M)	Apparatus Driver/Operator--Pumper (03)				
	1061 (CDC 10023M)	Apparatus Driver/Operator--Pumper (04)				
	1080 (CDC 10024)	Apparatus Driver/Operator -- Aerial, Volume 1 (01)				
	1081 (CDC 10024)	Apparatus Driver/Operator -- Aerial, Volume 1 (02)				
	1100 (CDC 10025)	Driver/Operator -- Tiller (01)				
	1101 (CDC 10025)	Driver/Operator -- Tiller (02)				
	1120 (CDC 10027)	Apparatus Driver/Operator - Aircraft Rescue and Fire-Fighting				
	1121 (CDC 10027)	Apparatus Driver/Operator - Aircraft Rescue and Fire-Fighting				
	1160 (CDC 10028)	Apparatus Driver/Operator--MWSA (01)				
	1161 (CDC 10028)	Apparatus Driver/Operator--MWSA (02)				

Available Tests: 0 Posttests: 98 Unmastered Posttests: 98

2. Place the cursor on the arrow at the right side of the **Training Area** box and you see the drop down menu listing all of the training areas available for the Fire Protection (or other) career field.

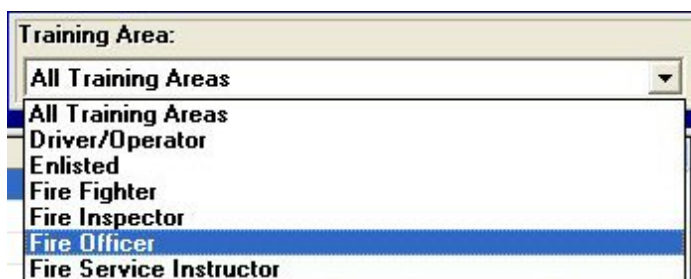
Training Area:

- All Training Areas
- Driver/Operator
- Enlisted
- Fire Fighter
- Fire Inspector
- Fire Officer
- Fire Service Instructor

3. To select the **Training Area**:

Move the cursor over the area.

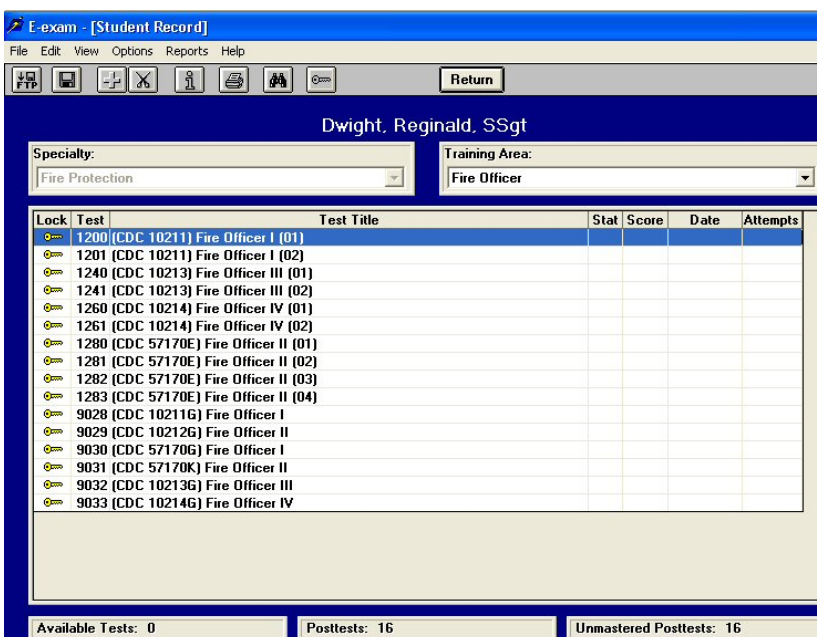
Click the **LEFT** mouse button once to select the area.



4. After you click the mouse in Step 3, the selected Training Area appears in the **Training Area** box.

The test list changes and only those tests associated with the selected **Training Area** are displayed.

With this **Training Area** test list showing, you can unlock a test for the student using the unlock method you are comfortable with.



If you are unsure of the student's training area you can use the CDC Course Title as an indicator. If this is not helpful, you can consult the *Career Field Listing for Specialties and Training Areas* in the Appendix, starting on page 135.

Optional Unlock Method

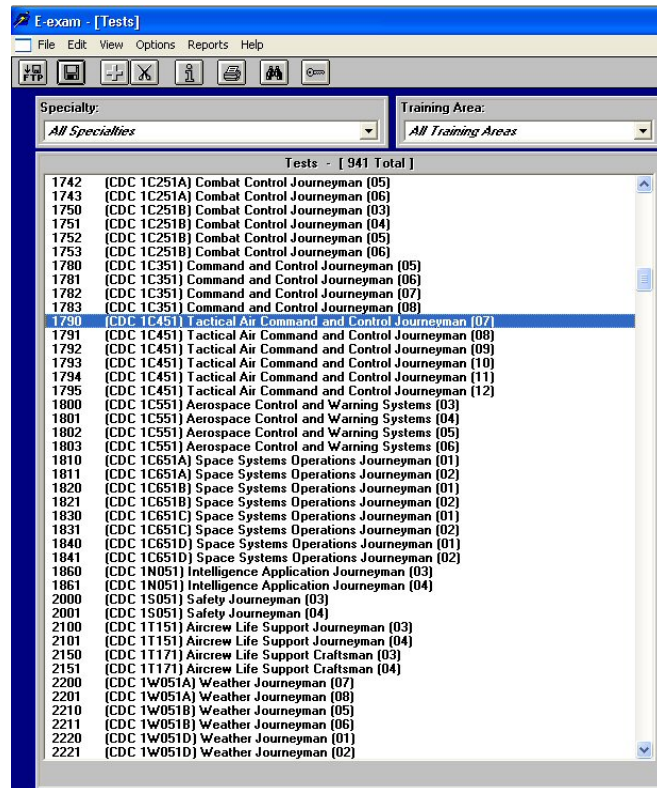
If you need to unlock a single test for several students, such as a Course 12 test, there is another way to do it using the **RIGHT** mouse button.

1. You can execute this option from the **Test List**.

Find the test number in the list of tests.

Place the cursor on the test title.

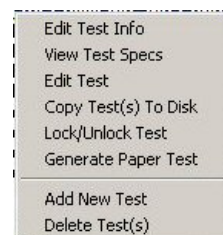
Click the **LEFT** mouse button to select the test.



2. With the cursor on the highlighted test name:

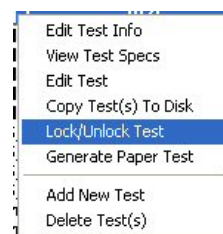
Click the **RIGHT** mouse button.

This pop-up menu shows.



Scroll down and place the cursor on **Lock/Unlock Test**

Select using a **LEFT** mouse click.



3. When you select **Lock/Unlock Tests** in step 2:

The **Lock/Unlock Tests for Multiple Students** pop-up box is displayed.

The **Specialty** box shows the specialty associated with the test you selected in Step 1.

The **Students** box shows all of the students you have listed with the specialty in the **Specialty** Box.

You can *select individual students* from the list by:

- Holding down the **CTRL** key &
- Clicking on each student name

You can *select all students* by:

- Clicking on the first name in the list
- Holding down the **CTRL** key
- Clicking on the last name in the list

4. When you have selected the students, click the **Unlock Test** button at the bottom of the **Lock/Unlock Test for Multiple Students** box.

The test will be unlocked for each student you selected.

When you are finished, you can log off and allow students to log on and take tests.

Lock/Unlock Test For Multiple Students

Test: 1790, (CDC 1C451) Tactical Air Command and Control

Select the student(s) you wish to unlock this test for.

Specialty:
Command Control Systems Operation

Students - [18 Total]

Archer, John, Col	000-00-9999
Carr, Robert L., MSgt	222-22-2222
Doubtfire, Betty, Ms.	000-00-0006
Janeway, Cathy, Capt	000-00-0002
Jones, Doug, Mr.	111-11-1111
Kent, Clark, SSgt	555-55-5555
Kirk, James T., Lt Col	000-00-0000
Lane, L L., Ms.	777-77-7777
Lee, R. CMSgt	000-00-0055
Marx, G G., SrA	333-33-3333
Marx, Harpo, 1st Lt	444-44-4444
Potter, Harry, AIC	000-00-0007
Roberts, L, Amn	000-00-0044
Shelly, M. Ms.	000-00-0033
Smith, Will, Col	000-00-0004
Spock, L L., MSgt	000-00-0008
Wayne, B R., SMSgt	000-00-0010

Unlock Test Lock Test Cancel

Student's Testing Session

Now that you have added the Student to the program, unlocked the test, and returned to the Log On screen, you're ready for the student to use the program.

First:

Have the **Student Log On** by:

- Entering his/her **Social Security Number**
- Entering the **Password you assigned** the student



Log On

Enter your Social Security Number: - -


Enter your Password:

(For official use only. This information is subject to the Privacy Act of 1974.)

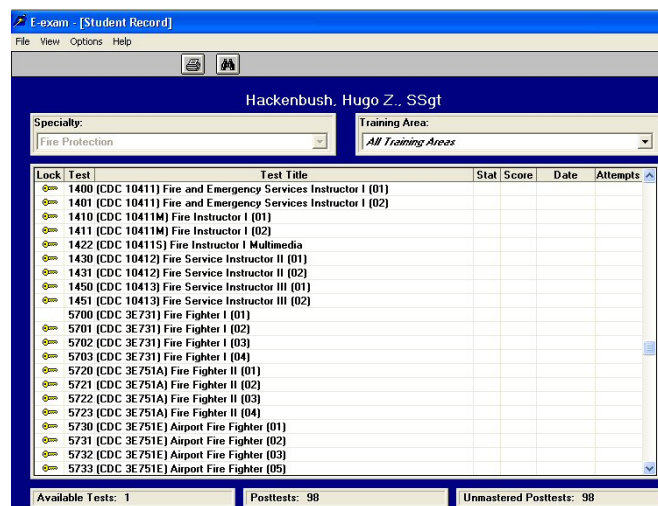
OK

Second:

- E-Exam opens to the **Student Record** screen and shows the test list
- Tell the Student to scroll down until the unlocked test appears in the list
- The Student can also use the Search

Mode  to search for the test number or CDC number.

- Have the Student **Select the Test** by **double-clicking** on it with the mouse



E-exam - [Student Record]

Hackenbush, Hugo Z., SSgt

Specialty: Fire Protection Training Area: All Training Areas

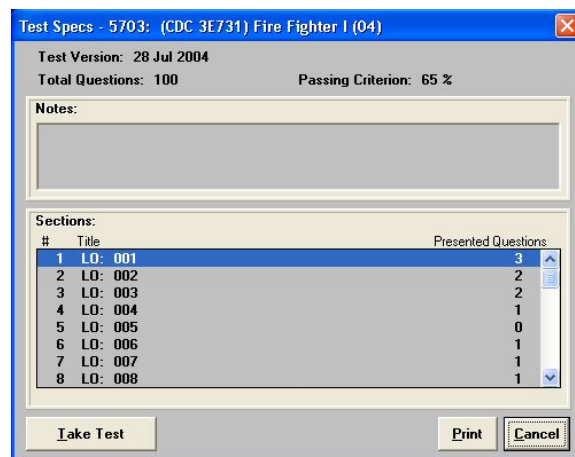
Lock	Test	Test Title	Stat	Score	Date	Attempts
🔒	1400 (CDC 10411)	Fire and Emergency Services Instructor I (01)				
🔒	1401 (CDC 10411)	Fire and Emergency Services Instructor I (02)				
🔒	1410 (CDC 10411M)	Fire Instructor I (01)				
🔒	1411 (CDC 10411M)	Fire Instructor I (02)				
🔒	1422 (CDC 10411S)	Fire Instructor I Multimedia				
🔒	1430 (CDC 10412)	Fire Service Instructor II (01)				
🔒	1431 (CDC 10412)	Fire Service Instructor II (02)				
🔒	1450 (CDC 10413)	Fire Service Instructor III (01)				
🔒	1451 (CDC 10413)	Fire Service Instructor III (02)				
🔒	5700 (CDC 3E731)	Fire Fighter I (01)				
🔒	5701 (CDC 3E731)	Fire Fighter I (02)				
🔒	5702 (CDC 3E731)	Fire Fighter I (03)				
🔒	5703 (CDC 3E731)	Fire Fighter I (04)				
🔒	5720 (CDC 3E751A)	Fire Fighter II (01)				
🔒	5721 (CDC 3E751A)	Fire Fighter II (02)				
🔒	5722 (CDC 3E751A)	Fire Fighter II (03)				
🔒	5723 (CDC 3E751A)	Fire Fighter II (04)				
🔒	5730 (CDC 3E751E)	Airport Fire Fighter (01)				
🔒	5731 (CDC 3E751E)	Airport Fire Fighter (02)				
🔒	5732 (CDC 3E751E)	Airport Fire Fighter (03)				
🔒	5733 (CDC 3E751E)	Airport Fire Fighter (05)				

Available Tests: 1 Posttests: 98 Unmastered Posttests: 98

Third:

When the student selects the test by double-clicking with the mouse:

- The **Test Spec(s)** screen opens
- Remind Student to read the information on the screen
- Then the Student selects the **Take Test** button



Test Specs - 5703: (CDC 3E731) Fire Fighter I (04)

Test Version: 28 Jul 2004

Total Questions: 100 Passing Criterion: 65 %

Notes:

Sections:

#	Title	Presented Questions
1	LD: 001	3
2	LD: 002	2
3	LD: 003	2
4	LD: 004	1
5	LD: 005	0
6	LD: 006	1
7	LD: 007	1
8	LD: 008	1

Take Test Print Cancel

Fourth:

After the Student selects the **Take Test** button:

- A **Generating Test** screen appears, followed by the first question in the test
- Follow your Test Proctor guidelines while the student is taking the test
- The Student can freely navigate forwards and backwards through the test
- The Student may challenge a question following the **Challenge procedure**
- **Note: AFIADL/ECI Form 17 cannot be used to Challenge E-Exam Questions**

The Student may freely use the **Help** menu

The following section covers features and procedures during the test session.

Test Session Information:

- 1. Retests for Failed Exams**
- 2. Testing Policies & Procedures**
- 3. Test Interruptions**
- 4. Checklist**

Retests for Students Failing an Exam

AFIADL policy provides for one retake for a failed exam (for a total of two test attempts) before a course failure is reported in student records. All student scores must be reported to AFIADL using established procedures. The following guidelines apply when a student is entitled to take an exam a second time (a retake):

- **RETAKE POLICY FOR CDCs EXCEPT FIRE FIGHTER, CIVIL ENGINEERING AND COURSE 12:** Students retaking a CDC exam in E-Exam **must be given a different exam form than the one failed.** You can determine the correct form for the retake by using the Web CDSAR Student Query screen which shows the valid E-Exam numbers for the student's CDC/PME enrollment. We recommend that you print a copy of this and keep it in the student's file. When the student requires a retake, you can check the student's record in E-Exam and note which E-Exam test the student failed. For the retake you unlock the alternate version of the test as indicated by the student record in Web CDSAR. If the student's record in E-Exam shows that the student took and failed Form 03 of the exam and the valid exams for the student are Form 03 and Form 04; then you would unlock Form 04 for the student's retake. The student may retake an exam (*with a different form number*) on any computer your office uses for testing. The important element for the retake is the E-Exam number and the form number.
- **FIRE FIGHTER, CIVIL ENGINEERING, AND COURSE 12 TEST RETAKES:** These retakes MUST be given on the same computer used for the first (failed) test.^{1, 2} If you cannot retest the student on the same computer, copy the student record to the new computer (see page 100-103) before administering the retake.

¹This is not required when you are using E-Exam in a networked mode.

- For **CDC exams**, retakes must be **scheduled within 90 days** of the initial test.

- For **Course 12**, a **30-day remediation period must elapse before a retake is authorized.** This means that the earliest date a retake for a Course 12 exam is on the 31st day following the day on which the initial test was given.

To administer a retake:

1. Ensure that you have determined the correct form of the test for the student by checking Web CDSAR or the copy you placed in the student's file.
2. Unlock the test (see the instructions for Unlocking a Test on page 44 of this Guide)
3. Return to the Log On screen and allow the student to log on and open the test.
4. All other procedures for a retake session are the same as if this were an initial test.

² For some retakes you will unlock the same test number for the student. While this gives the appearance of giving the same exam as previously given, it is not the case. These exams are "generated" from a bank of questions. For a retake, E-Exam reviews the student record (which is why testing on the same PC as the initial test session is important when you are not using E-Exam on a network) to determine which questions from the bank were presented. Different items are then selected for the retest. However, the student may see some questions from the first test if the items are required to be presented for all tests. If an item is repeated, its options are randomized and not presented in the same sequence they were on the student's first exam.

Testing Policies and Procedures

Students	A student must be prepared to sit through a test until the test is completed.
Time Limits	The test session will not exceed 3 hours, the same guideline for AFIADL paper tests.
Tutorial	<i>E-Exam</i> has a built in tutorial. Most students taking computer-based tests will be familiar with the use of CerTest and will probably not elect to take the <i>E-Exam</i> tutorial. If a student decides to take the <i>E-Exam</i> tutorial, the time used to take the tutorial should not be counted as part of the 3-hour time limit.
Challenging a Question	<p><i>E-Exam</i> has an on-line question challenge form. While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.). The student may challenge the question by clicking on the  located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the Help menu. If a student has a concern about the accuracy or clarity of a question, he/she must challenge the question during the test session and the student's comments must be as detailed as possible. <i>Warning: No copy of the test question will be made by the examinee nor should one be kept on file.</i> All question challenges are automatically sent to AFIADL when you FTP the required student data files. The information collected is equal to the student filling out an ECI Form 17. For further information see "Test Question Challenges," page 62.</p>
Passing Score	The passing score for all AFIADL CDC exams including <i>E-Exam</i> is 65 percent. The passing scores for PME exams (Course 12, SOC, ACSC, and AWC) may differ. The passing score for all exams is shown on the Test Info screen the student sees when beginning a test.
Test Failures	If a student fails the test, provide the student with a hard copy of the "Test Summary" (shows the learning objective(s) that require further study). Anyone failing a test should restudy before taking the test a second time. See page 57 for further details. The "Test Summary" form is set up very similar to an ECI Form 9.
Recordkeeping	When the student completes the test, print one copy of the "test summary" and give it to the student. If you need a copy of the test summary at a later date, you can recall it by entering the Student Record section and selecting the "Detail" option under the "View menu" or by double clicking on the Stat, Score, Date, or Attempts block for that particular test.

Test Interruptions

Ideally, once a student logs on to the computer to take a test, his or her session should be uninterrupted. However, there are times when disruptions occur. For example, in the event of a fire alarm or other emergency, the TCO and student should follow the appropriate local emergency response procedures.

In the event of a power outage, the student (without penalty) will be allowed to retake the same test as soon as possible. It is preferable for the test to be re-administered as soon as the power comes back on. However, if time does not permit, a new test session should be scheduled.

Should a computer error prevent a student from completing a test, or a test from being scored, document the error and steps leading to the error and then (without penalty) allow the student to retake the test.

Students will not be penalized for events beyond their control. Should a test session be interrupted, the TCO will print the student's test summary and document the circumstances that caused the interruption and notify AFIADL Data Branch.

Checklist for Test Control Officers

- ☐ 1. Log into *E-Exam* as a program manager.
- ☐ 2. Make sure you have the most current tests and that you've checked the AFIADL Web Site or AFAEMS site for recent updates.
- ☐ 3. Add the student into the *E-Exam* program and check Web CDSAR for the test number to unlock (See How to Add a Student on page 34; How To Check Enrollment on page 39).
- ☐ 4. Unlock the applicable Course Exam (See How to Unlock a Test on page 44).

This applies to stand-alone PCs (not networked) only.

This step is absolutely critical if the student is retaking an exam (for which there is a SINGLE E-Exam number) previously failed. To accurately collect the data that will ultimately be sent to AFIADL, the student must take the retake exam using the same computer used previously or you must copy the student's record to a diskette and copy it into the new computer before the student takes the retake exam. For help performing this task see "How to Copy Student Information to/from a Diskette."

- ☐ 5. If the student has not used the program previously, provide a copy of the student guide and allow the student up to 30 minutes to read the guide. This 30 minute period should not be counted in the student's 3 hour test session maximum time.
- ☐ 6. Have the student log-on to the computer using his/her Social Security Number and the password you provide.
- ☐ 7. The student takes the applicable exam.

Reminder: When the student completes the exam, you (the TCO) must directly observe the test being scored after entering your exit password.

- ☐ 8. Print one copy of the test summary and give it to the student (see pages 74-75).

Test Failures. If the student fails the exam, schedule the student to retake the exam in accordance with established policies and procedures. The retake exam is already in *E-Exam* so you do not have to request a new exam to be sent.

- ☐ 9. Copy the required student data files to a diskette, batch the files using the Answer Sheet Manager Program, and then send them to AFIADL using the File Transfer Program. (See "How to Download and Send Student Test Results to AFIADL" found on pages 78-89 of this guide).

Navigating E-Exam Screens:

- 1. Navigating E-Exam**
- 2. Sample Question Screen**
- 3. Scenario Questions**
- 4. Question Challenges**
- 5. Scoring the Test**

Navigating E-Exam

When the student has completed the SSN and Password blocks and selected OK, the test information screen displays.

Test Specs - 5703: (CDC 3E731) Fire Fighter I (04)

Test Version: 28 Jul 2004
Total Questions: 100 Passing Criterion: 65 %

Notes:

Sections:

#	Title	Presented Questions
1	LO: 001	3
2	LO: 002	2
3	LO: 003	2
4	LO: 004	1
5	LO: 005	0
6	LO: 006	1
7	LO: 007	1
8	LO: 008	1

Take Test Print Cancel

This screen provides the student with essential information. The E-Exam Number, CDC number, Course Title, and edition are all shown in the blue area at the top of the screen. For this particular test:

Test Number 5703
CDC Number 3E731
Title Fire Fighter I
Edit Code 04

Below the **Test Specs** block is additional information about the test version, number of questions, and the passing criterion. The **Test Version** is the date the test was created in E-Exam. The student does not need to be concerned with this date. The **Total Questions** line indicates the total number of questions that the student must answer for this test. The **Passing Criterion** is the *minimum* passing score for the test. For all CDCs this is set at 65%. It may be different for PME (Course 12, SOC, ACSC, or AWC).

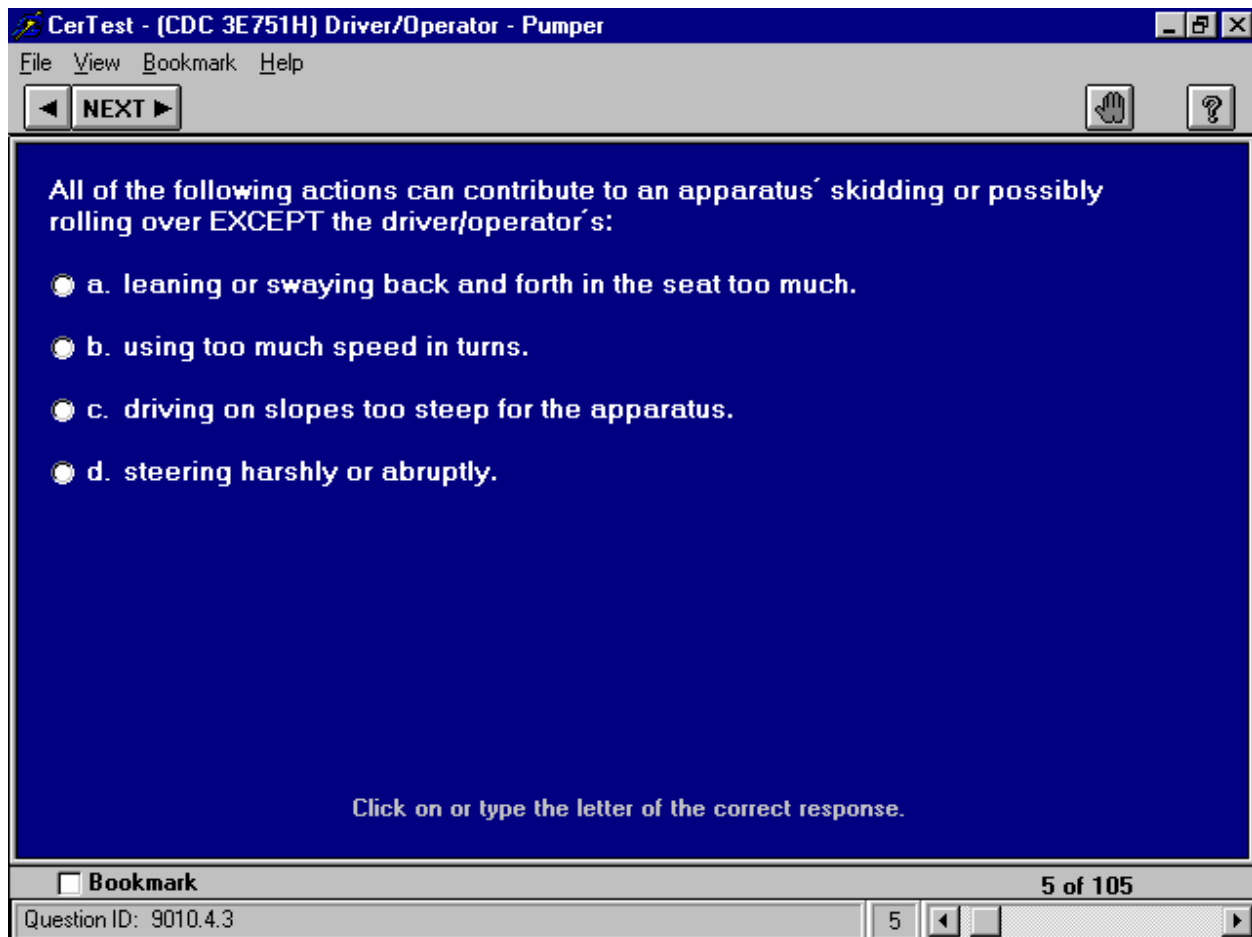
The next block, **Sections**, lists the number of sections in the test. As you can see from the screen, the sections correspond to the learning objectives/lessons (LOs) as they are numbered in the course. The **Presented Questions** column indicates how many questions are presented on the test for that LO. The *slide bar* on the right allows the student to scroll up and down the **Sections** list to see the complete list of **Sections** and **Presented Questions**.

At the very bottom of this box are three buttons.

- Selecting **Take Test** starts the test for the student.
- **Print** will print this screen and its contents. Normally this is disabled in student mode.
- **Cancel** closes this screen and returns the student to the **Test List** screen.

Sample Question Screen

Here is a sample question showing the student's screen view.







Let's take a look at the three different parts of this screen, starting from the top. The first area contains **Information** and **Navigation** controls.







The blue **Information** box at the top shows the E-Exam program name, the E-Exam test number, the CDC number (in parenthesis), and the Course Name. It also includes the standard Windows icons for minimize, maximize, and close.

The grey area contains the **Navigation** controls. Let's look at the drop down menu options for File, View, Bookmark, and Help.


When you click on **File**, the drop down menu presents one option: *Exit and Score*. A student should *not* select this unless all questions have been answered and all bookmarked questions reviewed and answered.

The **View** menu provides two options: *Previous Question* or *Next Question*. This option can be used to move back and forth between questions. The **View** buttons   provide the same functionality as the **View** menu. The  button returns you to the previous question. The  button moves you forward to the next question.

When you reach the last question on the test, the   changes to  .

The **Bookmark** menu allows the current question to be bookmarked. Bookmarked questions can be returned to at anytime during the test or at the end before selecting OK in the Exit and Score box which is displayed after the last question has been answered

The **Help** menu provides access to E-Exam help options. It also has the standard Windows **About** option which displays information about the E-Exam program. In addition to these options, Help also includes an option to **Challenge This Question**.

The **Challenge This Question** option provides a method for the student to indicate a question that he/she believes to be erroneous or invalid for some reason. The student may challenge the question by clicking on the  located in the top right-hand corner of the toolbar, or by selecting "Challenge this Question" from the Help menu.

The next area presents the question and answer selections.

All of the following actions can contribute to an apparatus' skidding or possibly rolling over EXCEPT the driver/operator's:

- ☐ a. leaning or swaying back and forth in the seat too much.
- ☐ b. using too much speed in turns.
- ☐ c. driving on slopes too steep for the apparatus.
- ☐ d. steering harshly or abruptly.

Click on or type the letter of the correct response.

The last area on the screen provides some additional information and an additional navigation tool.



The first block begins with the **Bookmark** notation. If the question has been bookmarked an X will show in the box next to **Bookmark**. When you review Bookmarked questions and answer them, the X is removed from the box next to **Bookmark**.

The numbers at the right side of the block, 5 of 105, indicate how many questions out of the total number of question on the test have been shown. In this case we are looking at question 5 out of 105 for the test. This changes as you move through the test.

The next block begins with **Question ID**. This is how E-Exam identifies the question. The 9010 is the 4 digit E-Exam number of the test in use. The .4 indicates that this is Section 4 of the test. And the .3 indicates that this is the 3rd question in Section 4. If there is a problem with a question, the student or the proctor should write down this **Question ID** number and include it in any information forwarded to AFIADL.

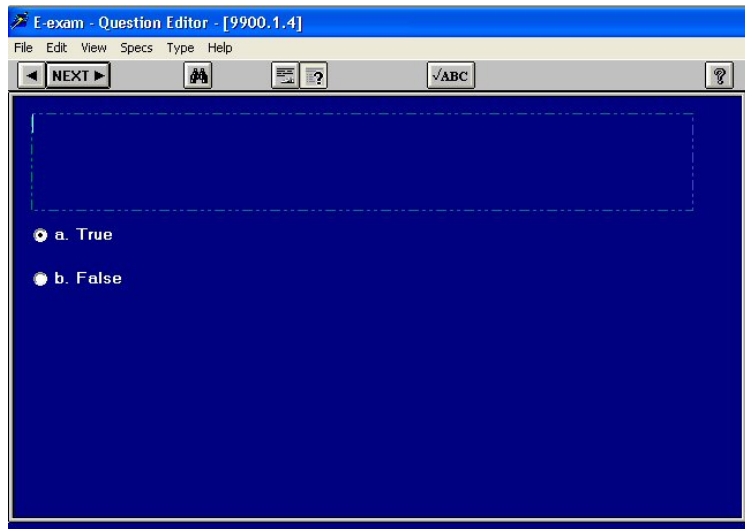
The next box shows how many questions have been presented in this test session. It should match the X of the X of XXX shown just above and to the right.

The final section of this is the **Scroll Bar**. The **Scroll Bar**, located in the bottom right-hand corner of the screen, is active during a test session. The **Scroll Bar** moves to the right as additional questions are presented. This **Scroll Bar** can be used to move forward or backward one or more questions at a time. For example, let's say you just completed a 60-question test but you would like to review questions 5, 12, 39, and 52 before you exit and score the test. In this instance, you could quickly review these questions by using the **Scroll Bar**. In this case you would move the **Scroll Bar** to the left and watch the numbers in the X of XXX area change until you reach the question you want to review.

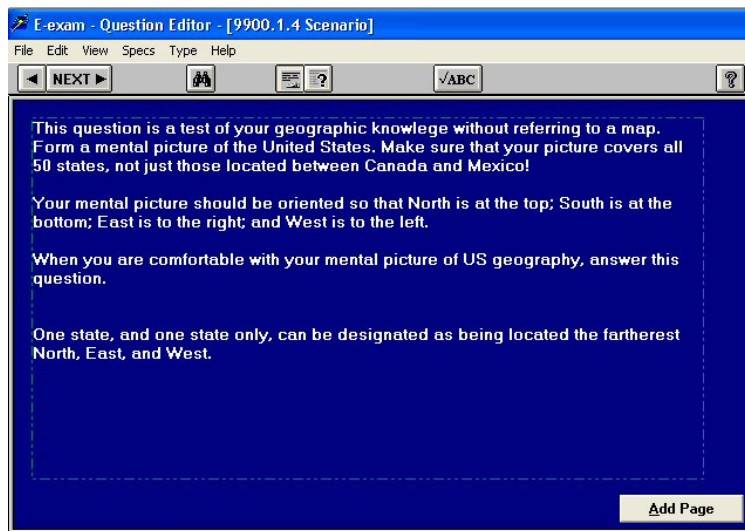
In addition to these navigation features, there are two more that are used when a question has a scenario with it.

Questions With a Scenario

Questions that use a scenario to present information required in order to answer have some additional information and some additional navigation buttons. Students often think that there is an error because the scenario question sometimes displays the answer options without a question:




Conversely, sometimes the scenario itself is displayed and the student thinks that there is no question to answer:

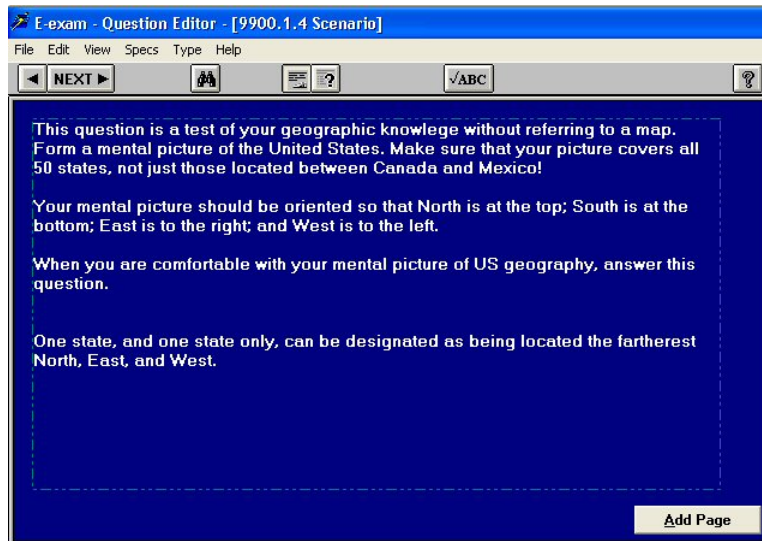


What the student is actually seeing is only part of the scenario/question and answer sequence. When a scenario is used as part of a question, these buttons appear in the navigation area at the top of the screen:



They are toggle buttons which change the view on the screen. If the student sees only the answer

options (as shown at the top of page 49), just click on this **Scenario** button  and the view will change to show the scenario:



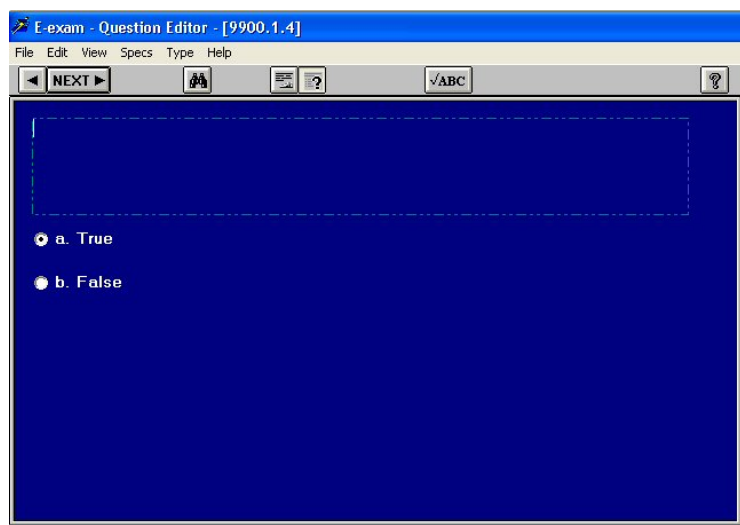
Look at the button in the lower right corner of the **Scenario** page. In this example it is showing **Add Page**. During a test, if there is more than one "page" to the Scenario, the button will read **NEXT PAGE**. Clicking the button will move to the next screen which shows the next "page" of the scenario. If that is the final page, the button will show **PREVIOUS PAGE**.

When the student has read all parts of the scenario and is ready to answer the question, the

question screen can be reached by clicking on this button:




Clicking on the **Question** button changes the view to the question:

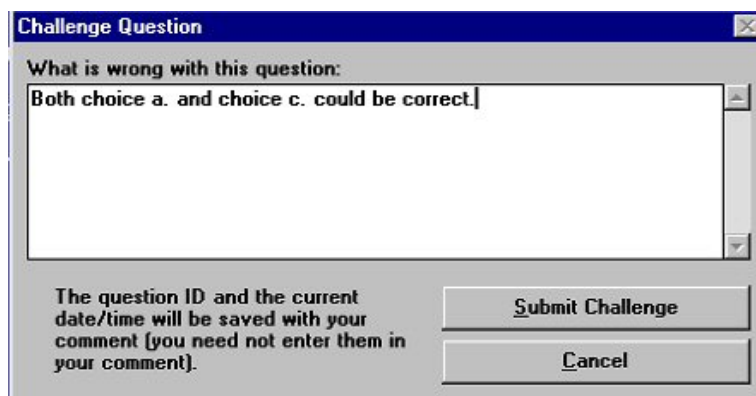


Test Question Challenges

While taking a test, a student may find a question that he/she believes to be erroneous or invalid for some reason (i.e., typo, spelling mistake, missing graphic, ambiguous question, etc.). The

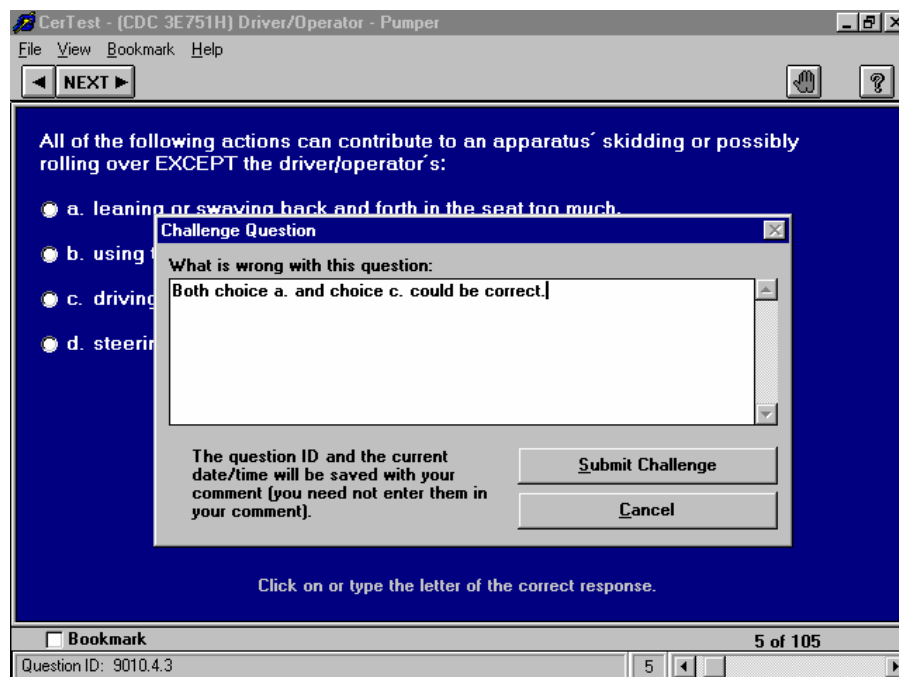
student may challenge the question by clicking on  found on the top right hand corner of the toolbar, or by selecting **Challenge This Question** from the **Help** menu. This allows the student to type a short description of the error. All question challenges are automatically downloaded when you collect and electronically transmit the required student data files to AFIADL.

When the student clicks on  or selects **Challenge this Question** from the **Help** menu, the Challenge screen is shown.



The image shows a 'Challenge Question' dialog box. It has a title bar with 'Challenge Question' and a close button. The main area contains a text box with the prompt 'What is wrong with this question:' and the text 'Both choice a. and choice c. could be correct.' Below the text box, there is a note: 'The question ID and the current date/time will be saved with your comment (you need not enter them in your comment).' At the bottom right, there are two buttons: 'Submit Challenge' and 'Cancel'.

This screen is shown superimposed on the question for which the student is making the challenge.



The image shows the CerTest application window. The title bar reads 'CerTest - (CDC 3E751H) Driver/Operator - Pumper'. The menu bar includes 'File', 'View', 'Bookmark', and 'Help'. The toolbar has a 'NEXT' button and two icons: a hand and a question mark. The main content area has a blue background and displays a question: 'All of the following actions can contribute to an apparatus' skidding or possibly rolling over EXCEPT the driver/operator's:'. Below the question are four radio button options: 'a. leaning or swaying back and forth in the seat too much', 'b. using', 'c. driving', and 'd. steering'. A 'Challenge Question' dialog box is superimposed over the question, containing the same text box and buttons as seen in the previous image. At the bottom of the main window, there is a 'Bookmark' checkbox, a 'Question ID: 9010.4.3' field, and a '5 of 105' indicator.

NOTE: AFIADL/ECI Form 17 cannot be used to Challenge E-Exam Questions. The Challenge function within the program replaces the Form 17. However, the Form 17 may be used for issues raised after completion of a test session.

Once the student has completed the information in the block under ***What is wrong with this question:*** the student has the option of selecting either the **Submit Challenge** or **Cancel** buttons.

When **Submit Challenge** is selected, the information included in the challenge block on the screen as well as other identifying information is saved by E-Exam and included with the data transmitted to AFIADL via Answer Sheet Manager and the FTP process.

If the student decides not to challenge the question, selecting **CANCEL** returns to the question screen and the student can proceed with answering questions.

On the other hand, on rare occasions you may be asked to **view, print, re-download, or delete** the question challenges.

The instructions for these procedures are found in the **Appendix** at the end of this Guide.

The next part of the process is **Scoring The Test**.

Before You Execute the Score Process

When the student answers the last question on the test several messages are shown depending on whether or not there are **unanswered questions** or **bookmarked questions** that have not been reviewed.

At the end of the test, a score button and message will appear. Students must follow the procedures as stated in the message:

To score this test, the test control officer must input a password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test.

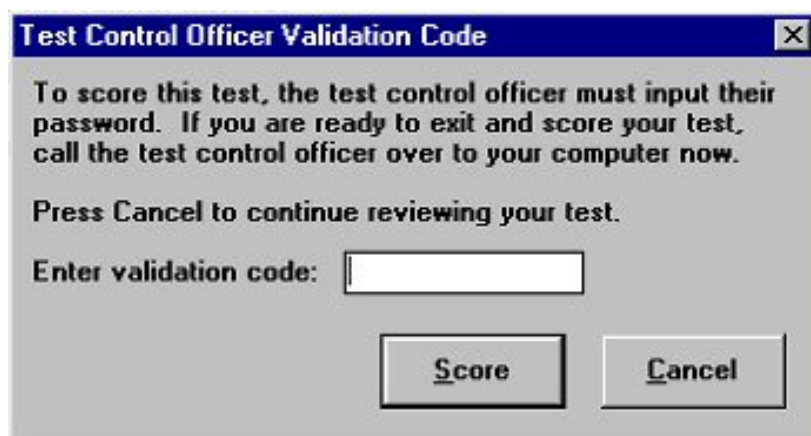
If for some reason a student leaves any questions unanswered, the following message is shown.

You have left XX questions unanswered. Select OK to exit this test anyway (your unanswered questions will be counted as wrong); or select Cancel to continue working on this test.

If the student has bookmarked a question the following message will appear.

You have a bookmarked question. Select OK to exit this test anyway; or select Cancel to continue working on this test.

When you respond to the student's request to score the test, the only message that should be showing in the question window is the **Test Control Officer Validation Code** box.



The screenshot shows a Windows-style dialog box titled "Test Control Officer Validation Code". The text inside the dialog box reads: "To score this test, the test control officer must input their password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test." Below this text is a label "Enter validation code:" followed by a text input field. At the bottom of the dialog box are two buttons: "Score" and "Cancel".

If any other choice is displayed, ask the student to complete the review action before you enter your Validation Code and begin the scoring process

Scoring The Test

When the student has progressed through the test and answered the final question, the program presents a choice: **Exit and Score the Test** or **Review Unanswered Questions**.

Warning: If the student chooses to exit the test **without reviewing** Unanswered Questions, any **unanswered questions will be scored as wrong**.

If the student elects to return to the **Unanswered Questions**, the program presents the unanswered questions and gives the student a final chance to answer them. Once all unanswered questions have been presented, the student is presented with the **Exit and Score the Test** box.

NOTE: If a student selects to **Exit and Score** a Test and has left any Unanswered or bookmarked questions, E-Exam asks if the student wants to return to the unanswered or bookmarked questions.

Once a student has answered all of the questions in a test and chooses to **Exit and Score the Test**, the following message is shown.

To score this test, the test control officer must input their password. If you are ready to exit and score your test, call the test control officer over to your computer now. Press Cancel to continue reviewing your test.

You (the test control officer) must enter the **test validation code** in order to score the test. If the validation code is not entered correctly, the test cannot be scored. This feature prevents a student from scoring his/her test without the test control officer being present.

The **test validation code** is your *E-Exam* log-in password.

There are three Test Scoring Methods:

Method 1:

Step	Action
1	The student selects Score in the tool bar of the last test question.
2	The student selects Yes in Exit and Score box <ul style="list-style-type: none"> Selecting No cancels Exit and Score
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> The test is scored. The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> View the results <ul style="list-style-type: none"> Select Cancel when done Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> Select OK. Select Cancel.

Method 2

Step	Action
1	After the last test question: <ul style="list-style-type: none"> The student presses the Enter key
2	The student selects Yes in Exit and Score box <ul style="list-style-type: none"> Selecting No cancels Exit and Score
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> The test is scored. The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> View the results <ul style="list-style-type: none"> Select Cancel when done Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> Select OK. Select Cancel.

NOTE:

Methods 1 and 2 can be used only immediately after answering the last question in a test. Method 3 can be selected from any question in the test.

Method 3

Step	Action
1	The student selects File from the menu bar.
2	The student selects Exit and Score .
3	The student selects Yes in the Exit and Score box.
3	When the Test Control Officer Validation Code box appears: <ul style="list-style-type: none"> The student calls the Test Control Officer over to score the test
4	You enter your Validation Code , then <ul style="list-style-type: none"> The test is scored. The Test Summary Screen is shown (a sample is shown after Method 3).
5	While the Test Summary screen is showing, the student may: <ul style="list-style-type: none"> View the results <ul style="list-style-type: none"> Select Cancel when done Select History to see his/her previous scores for this test (if any). <ul style="list-style-type: none"> Select OK. Select Cancel.

Shortcut Keys: **ALT + F4** will also indicate that the student wants to **Exit and Score** the test.

A sample **Test Summary Page** is shown below.

Test Summary Information

To maintain test security, *E-Exam* does not provide specific test question feedback. However, just like existing CDC exams, *E-Exam* does indicate the Learning Objective(s) (LO) that require further study. The following "Test Summary" information is designed to help students pinpoint the areas that require further study.

Here's how you would use the following printout: The **questions column** tells the student how many questions appeared on the test and the **correct column** tells the student how many questions were answered correctly in each particular section.

Sample Test Summary

Carruthers, Joe 000-00-0000
9020 – Hazardous Materials Awareness

Test Date: 28 Jan 00

Score: 91%

Criterion: 65%

REVIEW TRAINING STARTED _____ DUE COMPLETION _____ COMPLETED _____
REQUIRED _____
NOT REQUIRED _____

SUPERVISOR'S SIGNATURE


TRAINEE'S SIGNATURE

Section	Title	Questions	Correct
1	LO 001 General	2	2
2	LO 002 Definitions of Hazardous Materials	3	2
3	LO 003 Classes & Divisions	25	20
4	LO 004 HazMat vs. Other Emergencies	1	1
5	LO 005 Occupancies & Locations	2	2
6	LO 006 Container Shapes	3	3
7	LO 007 Marking & Colors	3	3
8	LO 008 NFPA 704	2	2
9	LO 009 Where to Find MSDSs	1	1
10	LO 010 MSDS & Shipping Paper Entries	5	5
11	LO 011 Shipping Papers	2	2
12	LO 012 Locations of Shipping Papers	3	3
13	LO 013 Examples of Clues	2	2
14	LO 014 Limitations of Using Senses	2	2
15	LO 015 Criminal or Terrorist Targets	1	1
16	LO 016 Indicators of Criminal/Terrorist Activity	1	1
17	LO 017 Difficulties Determining Names	2	2
18	LO 018 Sources for Obtaining Names in Transport	2	2
19	LO 019 Sources for Obtaining Names in Facilities	1	1
20	LO 024 Basic Precautions	2	2
21	LO 025 Emergency Medical Care	1	1
22	LO 026 Typical Ignition Sources	1	1
23	LO 027 Harmful Effects of Hazardous Materials	1	1
24	LO 028 Routes of Entry	2	2
Totals:		70	64

To complete the Scoring Process, **Print a Copy of the Test Summary Page** for the student.

To Print a Copy of the Test Summary Page:

With the Student's Test Summary Page showing:

- Click on  on the **menu** bar
- Give the Student the printed copy

This step completes the Student Testing phase of the test session.

The next tasks required to complete the process are:

- Collecting Student Data for Sending to AFIADL
- Sending Student Data to AFIADL

Managing Student Data

- 1. Downloading Student Data to Disk**
- 2. Using the Answer Sheet Manager Program**
- 3. Sending Files to AFIADL**

How to Download Student Data to a Disk

Each time a student takes a test, *E-Exam* automatically stores data about that test session in its database. This data must then be downloaded from *E-Exam* and sent to AFIADL. To do this, you

must use the *Download Data* feature.



Note: If you have more than one student taking a test at your base on a given day, we suggest you wait until the end of the day to download the AFIADL data for all of the students that tested that day.

When you select the *Download Data* feature, *E-Exam* creates two types of data files:

File Type	Description
.ECI extension	When you download AFIADL data for one or more test sessions, data for all of the selected test sessions will be downloaded to a single .ECI file. Each .ECI file is assigned a unique file name based on the date and time (for example, 284B5CE8.ECI).
.00A or .00B extension	When you download ECI data for one or more test sessions, a .00A or .00B file will be downloaded for each of the selected test sessions. These files are assigned unique file names based on the date and time of their associated test session (for example, 278D7D21.00A).

These data files contain the following data:

- Student's test results
- Each student's electronic answer sheet
- Cumulative statistical data about the tests taken
- Any Question Challenges

At the end of each testing day, you must send the applicable test data to AFIADL using the following procedures:

- Download the test results from the computers
- FTP the results to AFIADL.

NOTE: E-Exam has added a new feature for downloading data. You can download data to a folder on the hard disk drive instead of using a floppy. To take advantage of this change, create 3 new folders on your hard drive: E-EXAMBATCH, FTPBATCH, and BATCHBACKUP. When you click on



select the E-EXAMBATCH folder to save your FTP data to. Use the FTPBATCH folder to store the files Answer Sheet Manager creates. Use the BATCHBACKUP folder to store the backup files created by Answer Sheet Manager.

In the following instructions substitute the hard drive (C:) and E-EXAMBATCH folder for the floppy.

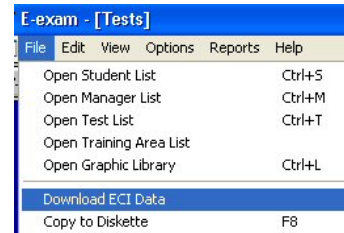
Download Test Results to Floppy Disk

1. Start E-Exam and log on as manager
Insert a **blank**, formatted 3.5-inch **disk** into the disk drive or use a folder on the hard drive

2. Select **File: Download ECI Data**

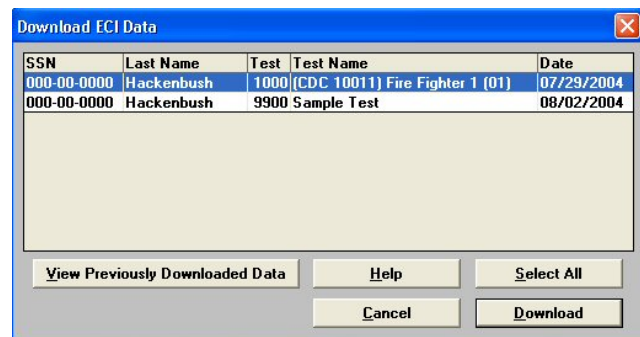
Or

Select 



3. The **Download ECI Data** box shows all the test sessions that have not yet been downloaded.

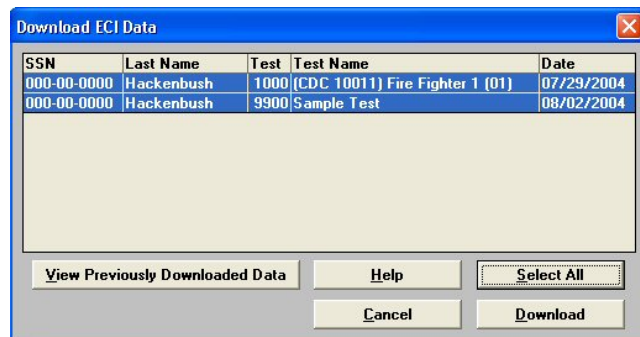
Your listing will have many more students than this example shows.



4. To **download ALL records** use the **Select All** button

This selects all students listed in this window and highlights them in blue.


If you need to download selected records, use the combination of **CTRL** key and **Left** mouse click to select as you move the cursor over the student's name in the window.

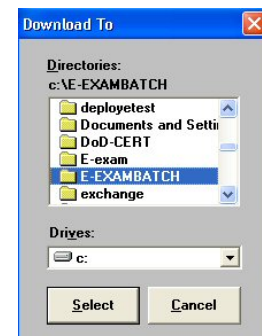


5. When you have completed the selection of students or clicked on **Select All**

Click the **Download** button

The **Download To** window opens

In the Drives box, use  to select the drive to copy to the floppy or the **E-EXAMBATCH** folder on the C: drive.

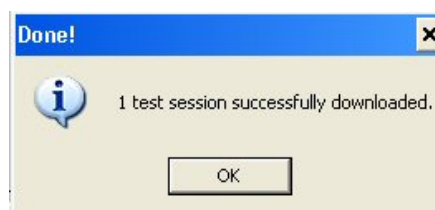


6. When the **correct drive** is showing in the **Drives** box:

Click on the **Select** button

The download begins.

When the download is complete, the **Done!** window opens. It tells you how many sessions were downloaded.



7. Click **OK** and you exit from the **Download ECI Data** routine and return to the main program.
- Now the data must be sent to AFIADL.
8. To complete the data transmission process, use the Answer Sheet Manager program to create a batch file and the FTP program to transmit the data to AFIADL.

NOTE: Once you have downloaded the ECI data for a test session, the session no longer appears in the list of test sessions in the **Download ECI Data** window.

After copying the files to a floppy, you need to use the Answer Sheet Manager to prepare a batch file for sending data to AFIADL.

Answer Sheet Manager should be installed on a computer with internet access to facilitate data transmission.

Detailed procedures for the Answer Sheet Manager and FTP process are available on the AFIDAL Web Site:

http://www.maxwell.af.mil/au/afiadl/operation/xferguid_fr.htm

NOTE: Do not follow up any data transmissions with faxes of student score reports unless requested to do so by Data Branch (Geri Maull, Katrina Boren, or Alice Spano) or E-Exam Managers (Steve McCarver or Bob Carrigan).

If you need to check and determine if a batch file was received and processed, wait 24 hours from when you sent it (if sent over a weekend, wait until Monday) and then check via Web CDSAR. If you cannot determine that the data processed, contact Data Branch but do not fax any data unless specifically instructed to do so.

Using the Answer Sheet Manager Program

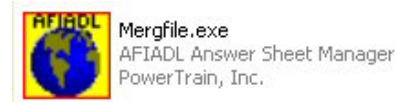
If you have created the folders mentioned on page 79, you can save your batch files to the hard drive folder FTPBATCH and your back up files to the hard drive folder BACKUPBATCH.

If you use diskettes, you need two diskettes in order to save your batch files and backup files:

- Label one **batch**
- Label the other **backup**

1. Start **Answer Sheet Manager**

- Double-click on the **Icon**

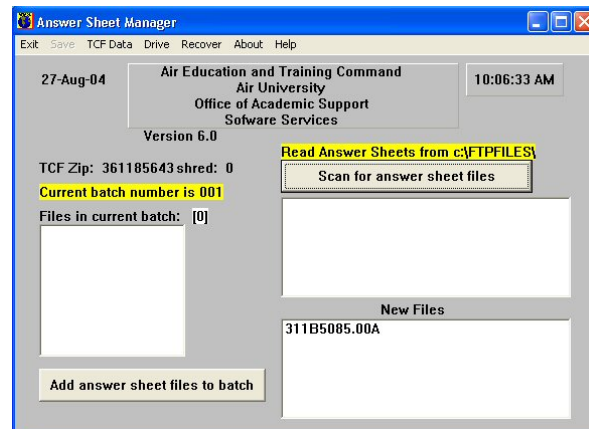


2. When the **Answer Sheet Manager** program window opens:

Look at the yellow area that says **READ ANSWER SHEETS FROM . . .**

If this does not show the correct directory on your hard drive (C:) or the floppy drive (A:) you will need to change this.

You can change the drive in Step 3.



3. To change the location of **READ ANSWER SHEETS FROM . . .**

Click on **DRIVE** on the Menu bar.

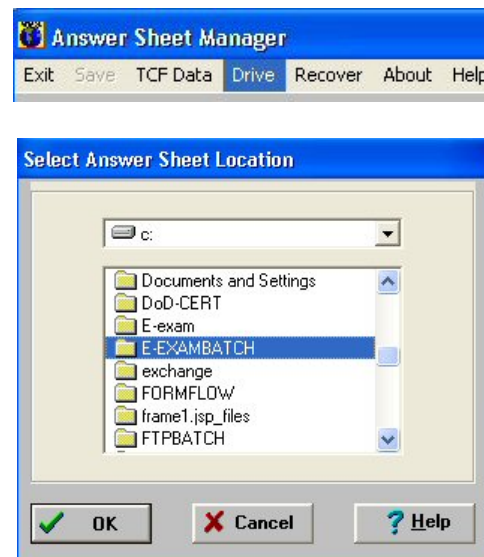
The **Select Answer Sheet Location** window opens.

The drive selections are shown in the first bar in the window.

Select the Drive

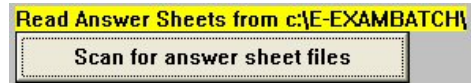
When you select the **DRIVE**, the large window shows the files.

Click on the **FOLDER**, then click **OK**

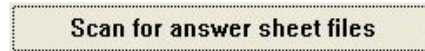


4. When you click **OK** in Step 3:

The **READ ANSWER SHEETS FROM . . .**
Line changes to show the drive and
folder you have selected.

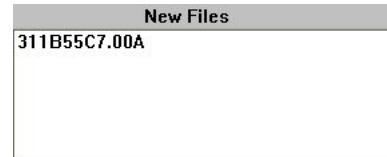


6. Click on **Scan for answer sheet files**

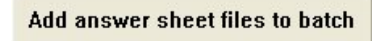


7. When you scan for answer sheets in
Step 6:

New files are shown in the **NEW FILES**
window



8. With the new files showing in the NEW
FILES window,



Click **Add answer sheet files to batch**

9. When you click **Add answer sheet files
to batch**

The files are shown in the **Files in
current batch** area with the number of
files in parenthesis (1)



10. Now you need to save the batch.

Click **SAVE** on the menu bar



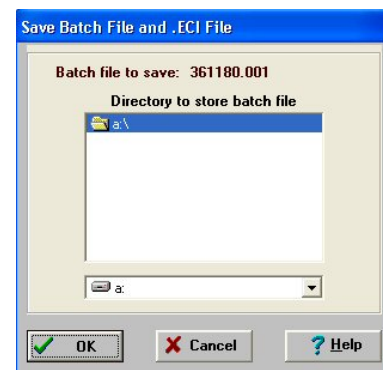
11. When you click **SAVE** in Step 10:

The **Save Batch File and .ECI File**
window opens.

The **default** is the **A:** (floppy) drive.

If you are saving to a floppy click **OK**.

If you are not saving to a floppy, go to
step 12.



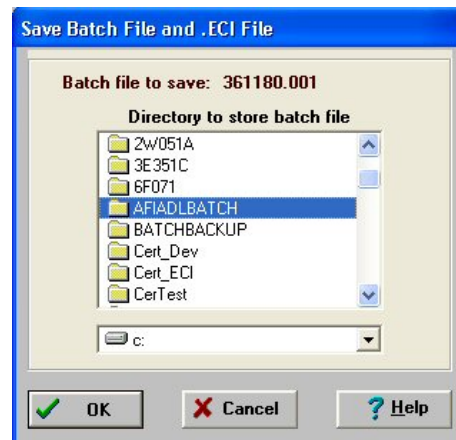
12. If you are saving to a file on the hard drive:

Select the **drive** in the bar at the bottom of this window.

When you change the drive the **list of folders** available shows in the larger bar above the drive selection bar.

Select the **FTP BATCH** folder by clicking once with the mouse.

Click **OK**.



13. When the SAVE has finished, you see the **Batch File and .ECI Files Saved** window.

Click **OK**



14. If you are finished saving batches,

Click **EXIT** on the menu bar.

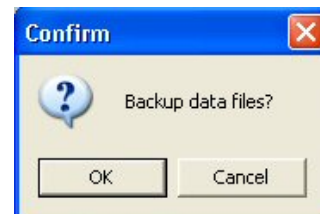


15. When you select **EXIT** in Step 14:

The **CONFIRM** window opens.

Select **OK to backup** data files.

Select **CANCEL to exit**.



16. When you click **OK** in Step 15:

The **Backup Answer Sheet Manager Files** window opens.

The **default drive is A:**

To save to A: Click **OK**.

To save to a hard drive folder go to step 17.

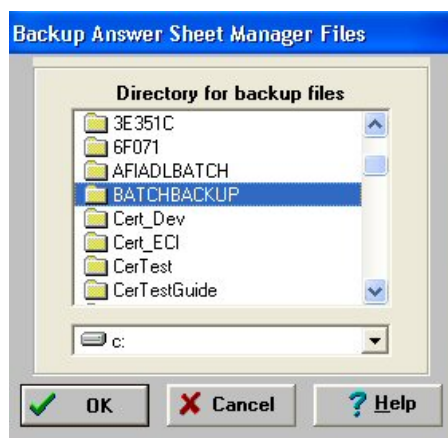


17. To save the back up to a folder on the hard drive:

Select the drive in the selection bar just above the OK button.

When you select the drive, the available folders are shown in the **Directory for backup files** area.

Click on the **BACKUPBATCH** folder to select it.



Click **OK**.

18. When you click Exit in Step 15 or OK in Step 17, the program closes.

You have successfully created, saved, and backed up your batch files.

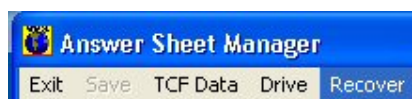
Now you can FTP them to AFIADL.

Your next step in sending data to AFIADL is to transfer the batch files. Before we get to those instructions, here is some additional information that you need to know.

If you need to recover batch files:

1. Open **Answer Sheet Manager**

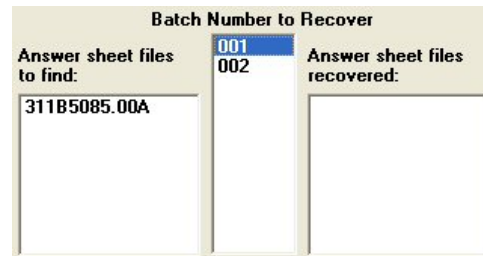
Click **RECOVER** on the menu bar.



2. The **Recover Batch File** window opens.



3. Click on the batch number you need to recover in the **Batch Number to Recover** box.

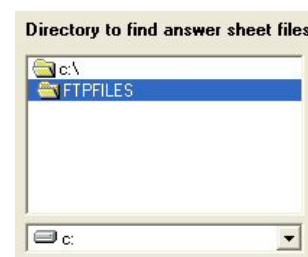


The answer sheet files for this batch will show in the **Answer sheet files to find:** area.

4. Check the **Directory to find answer sheet files** area and make sure the correct location is showing.

Change the drive by selecting it in the drive selection box at the bottom of this area.

When the correct drive is showing, the available folders will show in the area immediately above the drive box.



Click on the folder to select it.

5. When you have the correct drive and folder selected in Step 4,

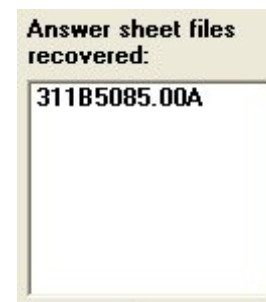
Find Files

Click the **Find Files** button.

6. Recovered answer sheet files are shown in the **Answer sheet files recovered:** area.

When you have recovered all of the files you are looking for, or all that the recovery process finds:

Select **OK**



7. Clicking **OK** in Step 6:

Takes you to the main **Answer Sheet Manager** window.

Select **SAVE**



8. To complete the recovery process, follow the previous Answer Sheet Manager instructions starting at Step 10 on page 83.

Sending Data to AFIADL Using FTP

In order to send the batch files you must use a file transfer protocol (FTP) program. You should install the FTP program before attempting to send batch files. If you have not installed the FTP program, see the instructions on page 12.

Note: Do not attempt this unless you have first installed the FTP software!

1. Click the FTP program icon to start the program.



2. The **Session Properties** window opens.

The **AFIADL** profile you created earlier should be showing as the default profile.

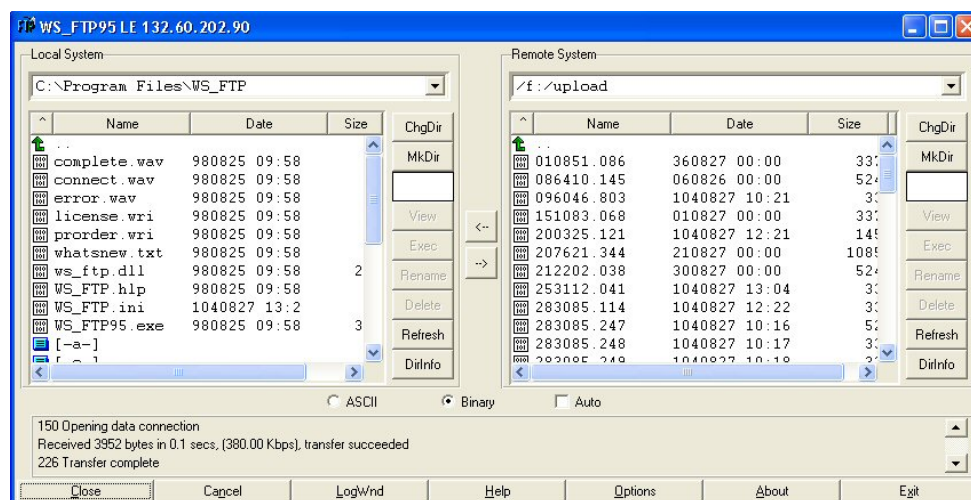
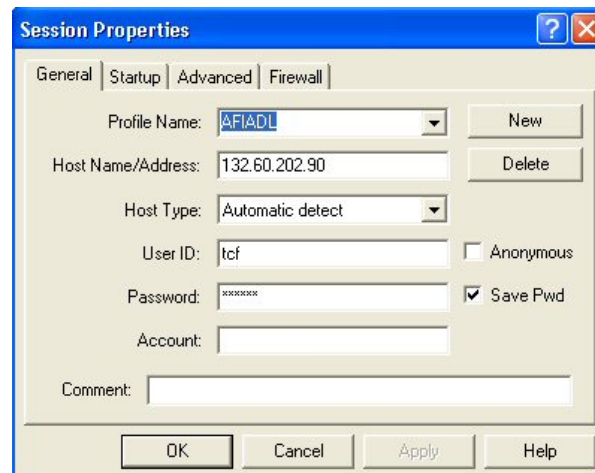
Make sure your **User ID** is correct.

If no **Password** is showing: enter *upload*

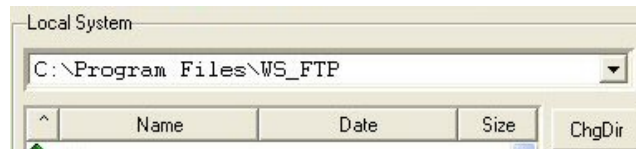
When these are correct,

Click **OK**

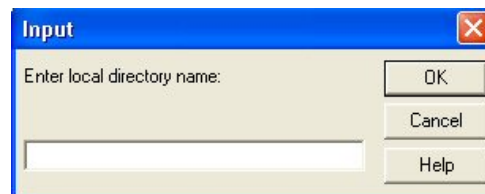
3. When you click **OK** in Step 2: the connection window opens and you will hear the connection tone.



4. In the **Local System** area, click on **ChgDir**



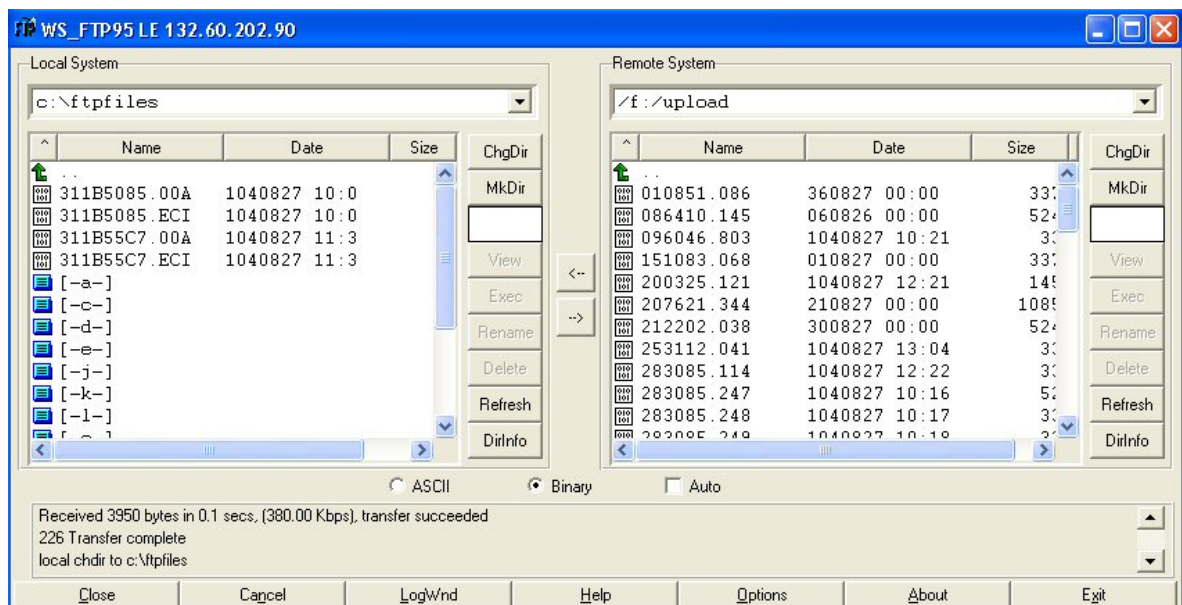
The **Input** window opens.



5. In the Input window: Enter the location of your FTP folder; use the location on your hard drive. For example C:\FTPbatch

If you are using a floppy then click on the floppy drive in the **Local System** area.

6. When you select the area for the local system, the FTPbatch files should be showing in the Local System area.



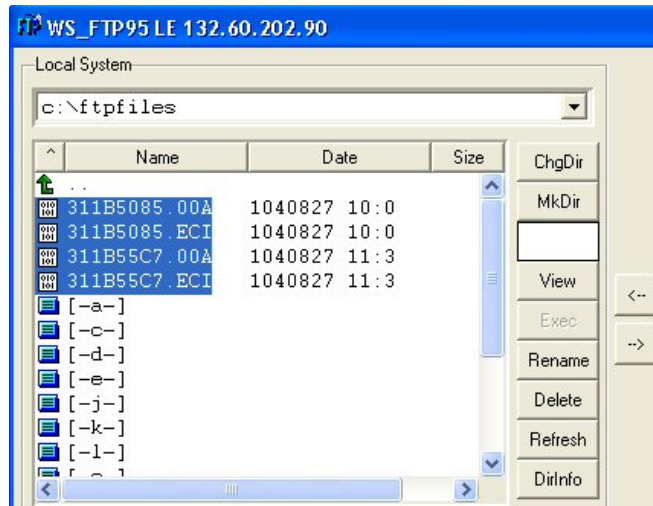
7. Highlight the files you want to send to AFIADL.

Click on the **F**irst file.

Hold down the **CTRL** key.

Click on the **L**ast file.

All files will be selected.



8. To send the files to AFIADL, click on the



9. When you click on the transmit arrow in Step 8:

The screen blinks while transmitting. When the process finishes you hear some sounds from the computer and the transfer complete message is displayed in the area at the bottom of the window.



10. Click **EXIT** at the bottom of the screen to exit the program.

That's it, you have successfully sent your student data to AFIADL!

If you have problems using the FTP software: Click the **HELP** button at the bottom of the FTP program screen.

That's it! You have successfully installed the program, become an administrator, added students, administered and scored tests, and sent data to AFIADL.

The remaining sections of this Guide cover other E-Exam related actions that you may or may not need to perform.

Working With Student Records

- 1. Viewing Student Records**
- 2. Viewing Detailed Test Records**
- 3. Printing Records**
- 4. Copying Records**

How to View a Student Record

The Student Record screen displays the student's *E-Exam* profile. It is a record of all of the exams the student has taken. Information includes the Test Number, Test Title, Status (Pass or Fail), Score, Date Taken, and Number of Attempts.

1. Start E-Exam and log in as Manager.

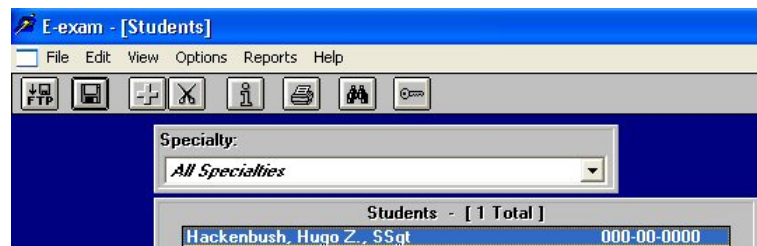
Select **File: Open Student List**.



2. Highlight the **name of the student** whose record you want to view.

Place the cursor over the name.

Click the **Left** mouse button.



3. Select **View**.

Select **Student Record**.



4. The Student Record screen displays.

This screen displays the student's test profile which includes:

- Student's Specialty
- What tests the student is authorized to take
- Each test's statistics
- The student's test score, the test score's date, and the number of times the student took the test

The screenshot shows the 'E-exam - [Student Record]' window. At the top, there is a menu bar (File, Edit, View, Options, Reports, Help) and a toolbar with icons for file operations and a 'Return' button. Below the toolbar, the student's name 'Hackenbush, Hugo Z.. SSgt' is displayed. There are two dropdown menus: 'Specialty:' set to 'All Specialties' and 'Training Area:' set to 'All Training Areas'. The main area contains a table with columns: Lock, Test, Test Title, Stat, Score, Date, and Attempts. The first row is highlighted in blue and shows '1000 (CDC 10011) Fire Fighter 1 (01)' with a score of 0% and 2 attempts. Below the table, there are three summary boxes: 'Available Tests: 1', 'Posttests: 99', and 'Unmastered Posttests: 98'.

Lock	Test	Test Title	Stat	Score	Date	Attempts
	1000 (CDC 10011)	Fire Fighter 1 (01)	F	0%	29 Jul 04	2
	1001 (CDC 10011)	Fire Fighter 1 (02)				
	1010 (CDC 10011G)	Fire Fighter 1 (01)				
	1011 (CDC 10011G)	Fire Fighter 1 (02)				
	1020 (CDC 10012)	Firefighter II (01)				
	1021 (CDC 10012)	Firefighter II (02)				
	1030 (CDC 10012G)	Firefighter II (01)				
	1031 (CDC 10012G)	Firefighter II (02)				
	1040 (CDC 10023)	Apparatus Driver/Operator--Pumper (01)				
	1041 (CDC 10023)	Apparatus Driver/Operator--Pumper (02)				
	1042 (CDC 10023)	Apparatus Driver/Operator--Pumper (03)				
	1043 (CDC 10023)	Apparatus Driver/Operator--Pumper (04)				
	1060 (CDC 10023M)	Apparatus Driver/Operator--Pumper (03)				
	1061 (CDC 10023M)	Apparatus Driver/Operator--Pumper (04)				
	1080 (CDC 10024)	Apparatus Driver/Operator -- Aerial, Volume 1 (01)				
	1081 (CDC 10024)	Apparatus Driver/Operator -- Aerial, Volume 1 (02)				
	1100 (CDC 10025)	Driver/Operator -- Tiller (01)				
	1101 (CDC 10025)	Driver/Operator -- Tiller (02)				
	1120 (CDC 10027)	Apparatus Driver/Operator - Aircraft Rescue and Fire-Fighting				
	1121 (CDC 10027)	Apparatus Driver/Operator - Aircraft Rescue and Fire-Fighting				
	1160 (CDC 10028)	Apparatus Driver/Operator--MWSA (01)				

Available Tests: 1 Posttests: 99 Unmastered Posttests: 98

5. To exit the record:

Press  or Press **CTRL + S**

You return to the Student List.

Helpful Hint:

- Double clicking on a student replaces steps 2 and 3.

How to View a Detailed Test Record

The detailed test record shows the number of questions presented and the number the student answered correctly for each section on the test.

1. Start E-Exam and log in as Manager.

Select **File: Open Student List**.



2. Highlight the **name of the student** whose record you want to view.

Place the cursor over the name.
Click the **Left** mouse button.



3. Select **View: Student Record**

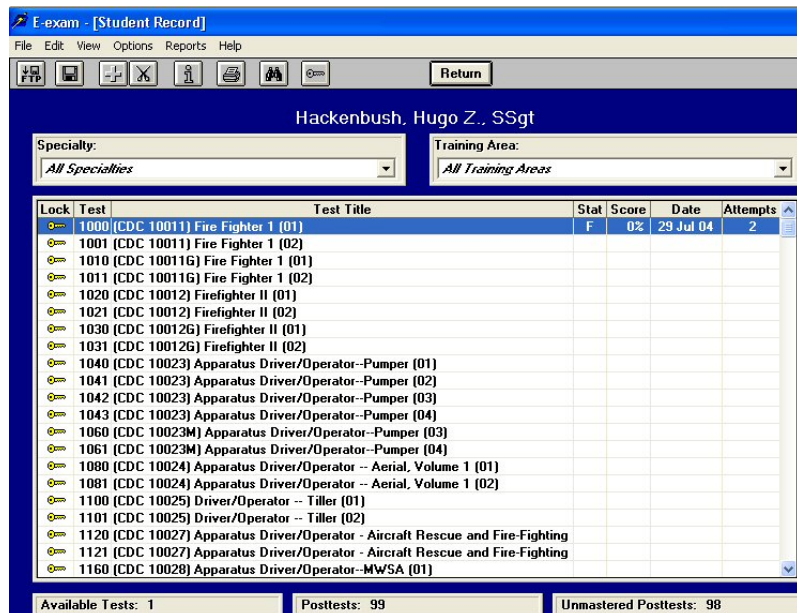


4. Select the Test:

Scroll down the lists of tests.

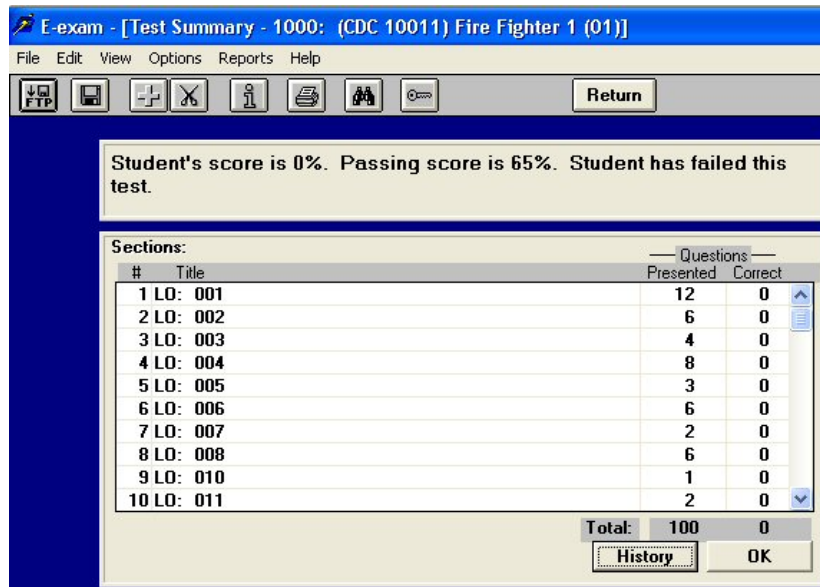
Place the cursor on the test.

Left click the mouse to select the test.



5. Select **View: Detail**

6. The detailed student record window opens.



You can see a summary of the student's performance on this test. The scroll bar at the right side allows you to scroll down and view all sections of the test.

7. You may print this summary by:

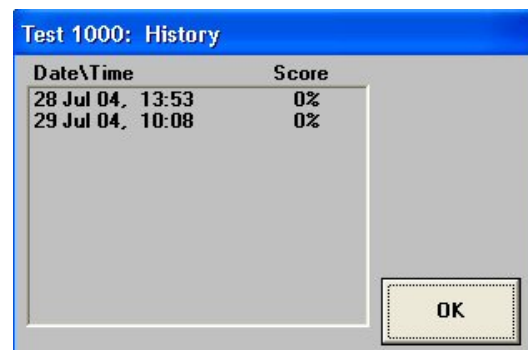
Selecting **File: Print**

Or Clicking on 

8. Clicking **History** shows the student's history for this test.

This includes the Date/Time and Score information for each time the student took the test.

Selecting **OK** returns you to the Student Record screen shown in Step 4.



How to Print a Student Record

The Print function allows you to print a hard copy of a Student Record.

1. Sign in to E-Exam as Manager

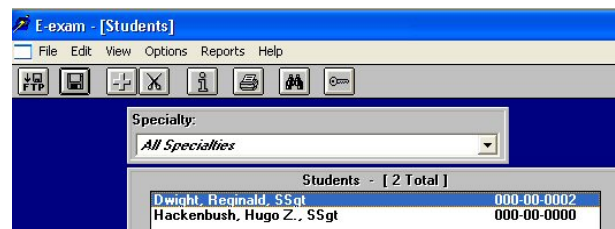
Select **File: Open Student List** if not already showing.



2. Select the student's name from the list

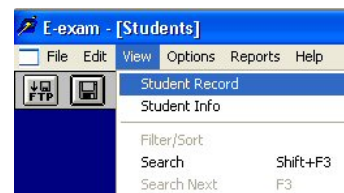
Place the cursor over the name

Click the **Left** mouse button to select

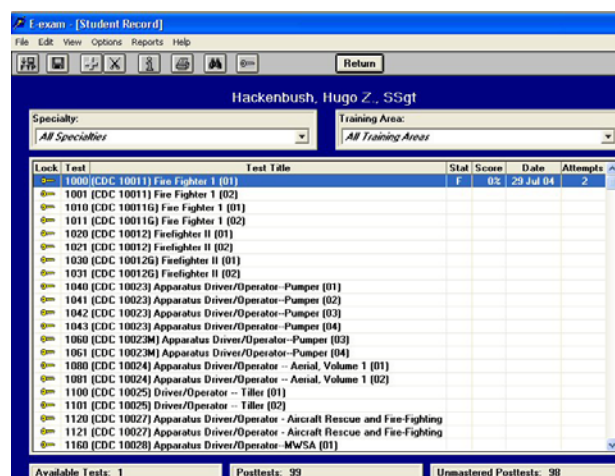


3. Select **View: Student Record**

Short Cut: You can go directly to the Student Record by double-clicking on the student's name in the **Student** list.

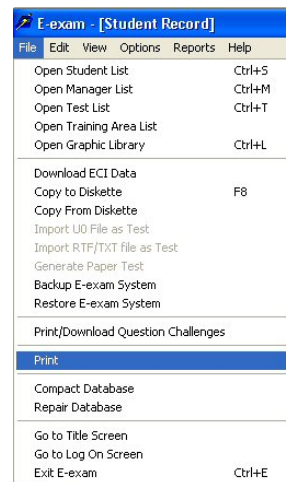


4. The **Student Record** screen displays the Student's record with the last test taken highlighted in blue.



5. Select **File: Print**

Or

6. The **Report Format** window opens

If you **do not** want the Social Security Number to display, click the X next to **Display Social Security Number** to deselect the option.

7. Select the type of **Report** you want:**Full Record Organized by Training Area**

- Prints all tests in student record organized by training area

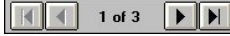
Record as Currently Displayed

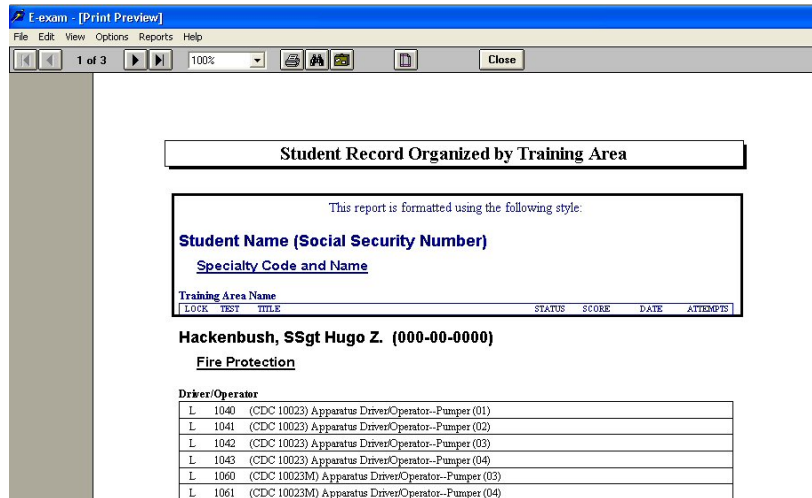
- Print is limited to training area shown in Training Area window/
- If All Training Areas is selected, will print all areas in record.

Click on the button for your report type



8. The **Print Preview** screen is displayed.

This may be more than a single page. This area of the menu bar  will tell you how many pages are in the student record you selected to print.



Training Area Name	LOCK	TEST	TITLE	STATUS	SCORE	DATE	ATTEMPTS
Hackenbush, SSgt Hugo Z. (000-00-0000)			Fire Protection				

Driver/Operator		
L	1040	(CDC 10023) Apparatus Driver/Operator--Pumper (01)
L	1041	(CDC 10023) Apparatus Driver/Operator--Pumper (02)
L	1042	(CDC 10023) Apparatus Driver/Operator--Pumper (03)
L	1043	(CDC 10023) Apparatus Driver/Operator--Pumper (04)
L	1060	(CDC 10023M) Apparatus Driver/Operator--Pumper (03)
L	1061	(CDC 10023M) Apparatus Driver/Operator--Pumper (04)

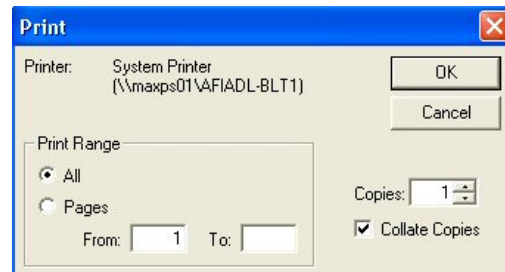
9. Select 

When you select  the **Print** screen displays


The default is **All Pages**

You can specify certain pages by changing to the **Pages** option and entering the page numbers in the **From** and **To** boxes.

When you are ready to print, click **OK**



10. When you click **OK**, a printing message is shown while the page is sent to the printer.

Click  to return to the **Student Record** screen.

Click  to return to the **Student List**.

You can also select **File: Open Student List** to return directly to the **Student List**.

You can also select **File** and any other **File Menu** option.

How to Copy Student Records

Copying student records to and from a diskette is absolutely critical if the student is retaking an exam he/she failed previously. **To accurately collect the data that will be sent to AFIADL, the student must take the retake exam using the same computer used previously or you must copy the student's record to a diskette and copy it into the new computer before the student takes the retake exam.** The necessary steps to accomplish this task are provided below.

To Copy a Student Record to Floppy Disk

1. Sign in to E-Exam as Manager

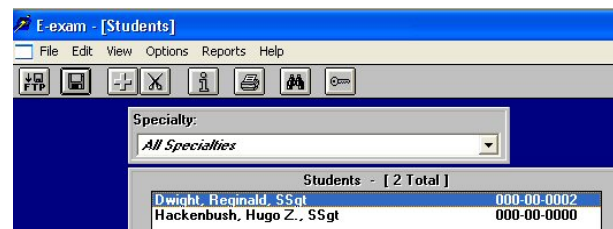
Select **File: Open Student List** if not already showing.



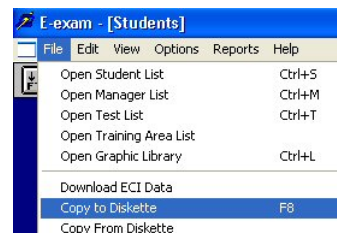
2. Select the student's name from the list

Place the cursor over the name

Click the **Left** mouse button to select



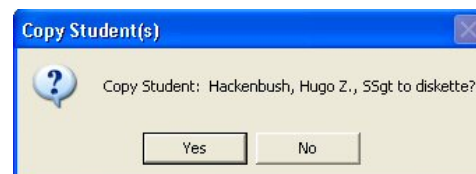
3. Select **File: Copy to Diskette**



4. The **Copy Student(s)** window displays

Select **Yes** to copy this student

Select **No** to abort copying and return to the **Student List**



5. When you select **Yes** in Step 4:

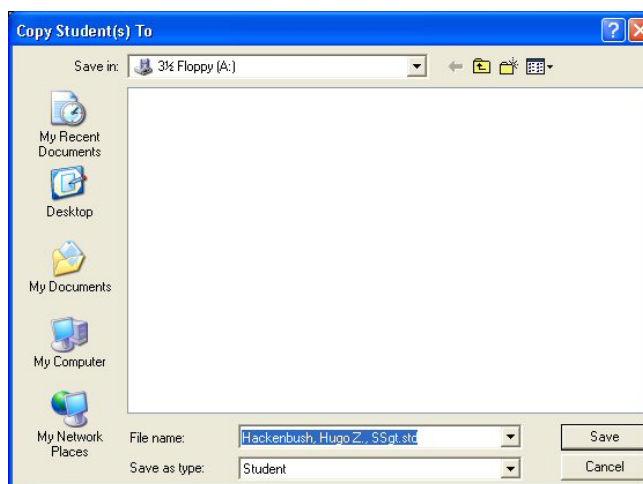
The **Copy Student(s) To** window opens

Check the **Save in** box for the floppy drive letter (A:)

Check the **File Name** box:

- Accept the file name or
- Enter a new file name

The **Save as type** box should show **Student**



When you have made your selections, click **Save**

6. When you click **Save** in Step 5

The file is copied to the A: drive

The **Copy Complete!** window opens

The number of students copied should match the number of students selected in Step 2.

Click **OK**

When you click **OK**, you return to the **Student List**.



Do not send this data to AFIADL.

This .STD file is only used to transfer student data between computers running E-Exam.

Use the Download ECI Data option to download the information that you send to AFIADL.

Helpful hint

You may copy more than one student record at a time by selecting multiple records. To select a block of student records, highlight the first student in the block then press and hold the **SHIFT** key while clicking on the last student in the block. To select multiple student records that are not in sequence, press and hold the **CTRL** key while clicking on each record you want to copy.

Additional information

Student files have an extension of **.std**. When you copy student files to a diskette, a text file is also created on the diskette. This text file has the same name as the student file, but has a **.txt** extension. The text file contains a list of all students copied into the student (**.std**) file and may be viewed using Windows® Notepad.

You may want to copy a student record from a diskette in order to reinstall a student who has been deleted from the E-Exam program or to move a student from one computer system to another. If a student record is corrupted, the student should be deleted before the record is copied to the system from a diskette.

If you copy a student's data from a diskette and the student already exists in the system, you will be given the option to merge the record on the diskette with the record on the system. The new student record on the system will contain a history of when each test was taken, but will contain a summary of only the most recent time each test was taken.

To Copy a Student Record from Floppy Disk

1. Sign in to E-Exam as Manager.

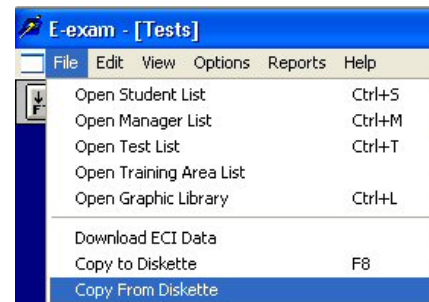
Select **File: Open Student List**



2. E-Exam automatically selects the first Student in the List. To select a different student:

Select Student by placing the cursor over the name and clicking the **Left** mouse button. The name will be highlighted in blue.

3. Select **File: Copy from Diskette**



4. In the Copy From window:

Make sure **Look In** shows the floppy drive designator (**A:**)

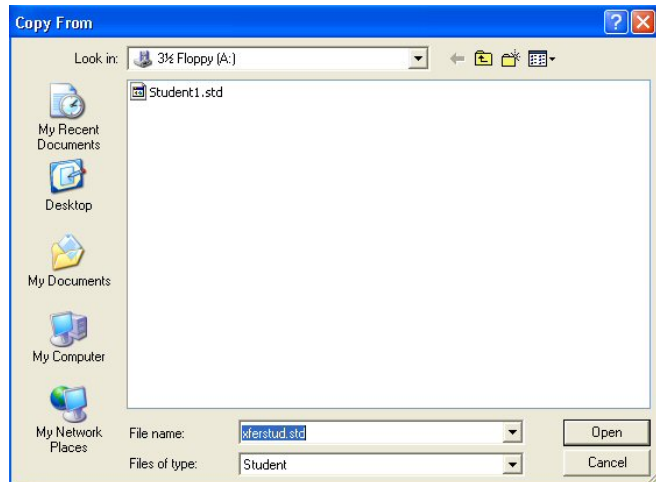
Files of type should show **Student**

File name shows default **xferstud.std** file

Select file to copy (place cursor on file name, click **left** mouse button once) from the list of files in the box above the **File name** block

File name box now shows file selected (**Student1.std**)

Click **Open**

**5. When you click Open in Step 4:**

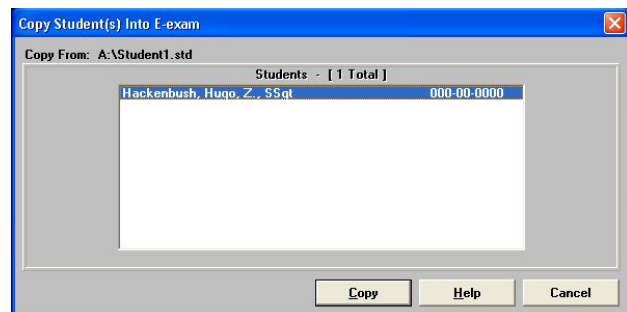
Copy Student(S) Into E-Exam screen opens

List of students is shown in box under **Students**

Select student(s) to copy (place cursor on student name, click **left** mouse button once) from the list of students

Use **CTRL + Left** mouse button click to select individual students if you do not want to copy all but need to copy more than 1 student:

- Place Cursor on Student
- Hold **CTRL** key and click Left button
- Move Cursor to next student to copy
- Hold **CTRL** key and click Left button
- Repeat until you have selected students you want to copy



6. When you have selected the students you want to copy from the disk:

Click **Copy**

The student is copied to E-Exam and the **Copy Complete!** box shows.

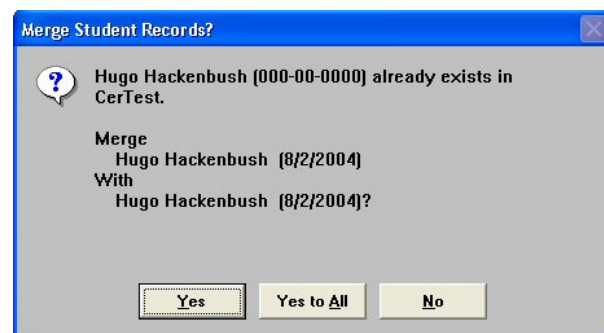


Click **OK** to return to the **Student List**.
The copied student's name should now show in your **Student List**.

7. If one of the students you are copying is already in your **Student List**:

You are adding information from another PC to make a complete record

The **Merge Student Records?** window opens showing the names of the students and information about the records



To merge the records:

- Select **Yes** for a single name showing
- Select **Yes to All** for all names showing on the screen

8. When you select **Yes** or **Yes to All** in Step 7:

The Student or Students are copied and the **Copy Complete!** screen is shown

The message **One Student Copied!** will change to show the total number copied when there is more than one.



E-Exam Program Maintenance

- 1. Keep Up To Date**
- 2. Tweak Internet Explorer Settings**
- 3. Installing Updates**
- 4. Delete Managers**
- 5. Change Student Password**
- 6. Use Question Challenge Data**
- 7. Change Validation Code**
- 8. Download Previously Downloaded Data**
- 9. Backup and Restore**
- 10. When You Replace a PC**

Keeping Tests and Software Current

New or revised tests are posted to AFIADL's Web Site every other month (Jan, Mar, May, Jul, Sep, and Nov) as appropriate. E-Exam has a reminder pop-up box that is shown during the first week of the update months. The update files are named using the month and year of update. For example, the July 2005 update files would have the names JUL05.TST and JUL05.TXT.

NOTE: Effective January 2005, E-Exam updates will be cumulative. This means that all of the files updated in January will be included in the March update, and so on throughout the year. This means that the latest update will always have all of the files you need to keep current. When copying the files simply select the YES TO ALL IF NEWER option when you see the TEST XXXX ALREADY EXISTS message. The updates will begin anew each January and the previous year's updates will be archived at AFIADL and can be requested via email if needed.

All tests and software updates are posted to the AFIADL web site:

<http://www.maxwell.af.mil/au/afiadl>

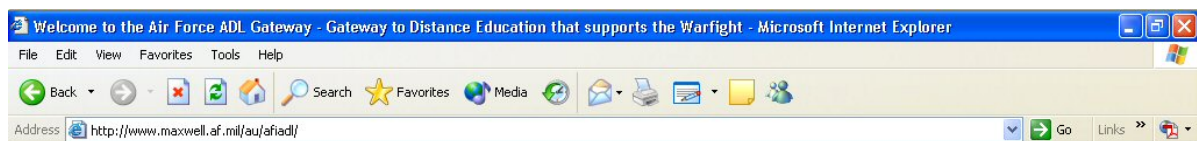
Updates are also available on the AFAEMS site: <https://afaems.langleys.af.mil/>

To reach the **AFIADL E-Exam** update page:

1. Click on the link above.

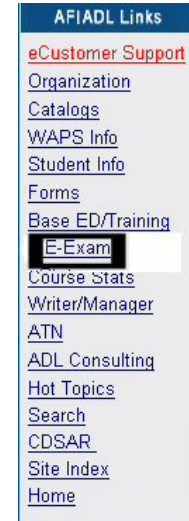
Or

- Copy the link
- Start Internet Explorer (or your web browser)
- Paste the link in the Address bar
- Click on the green GO arrow

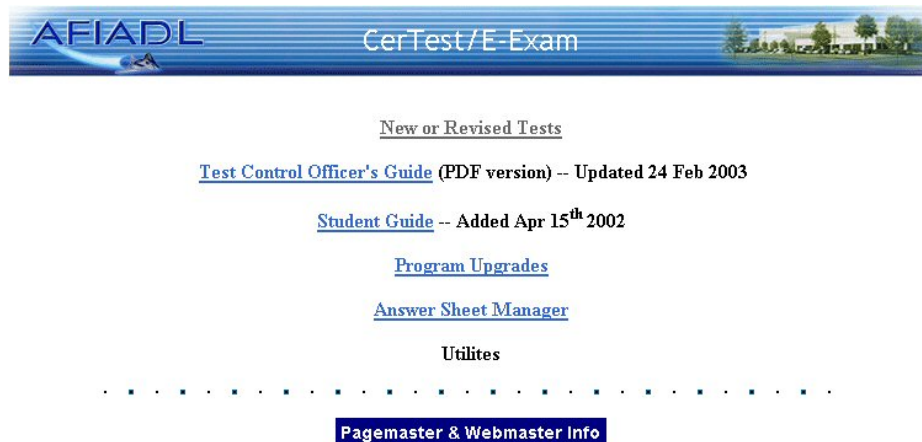


2. When you get to the main screen on the AFIADL web page:
 - Select E-Exam from the menu on the left side of the screen.

This will take you directly to the E-Exam update page.



3. The E-Exam update page has links that take you to the appropriate updates.



4. Selecting **New or Revised Tests** opens the update page for new or revised tests.



5. On the **New or Revised Exams** page:
 - Select the update you need to download.
 - Follow the instructions for **Downloading Test/Software Updates**.

Downloading Test/Software Updates

You can download the test and/or software updates you need from the E-Exam update page and save them to a folder on your hard disk drive or save them to a floppy disk.

Remember that test updates consist of two files: a .TXT file and a .TST file. You will need both files to be able to copy the tests into the E-Exam program.

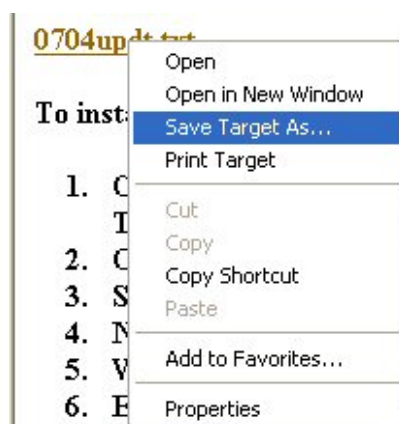
1. Locate the update you are going to download on the update page.

If you cannot see the most recent update you may need to change some Internet Explorer settings. See How to Change Internet Explorer Settings on page 111.

2. Position the cursor on the update file name.

Click the RIGHT mouse button.

Select **Save Target As** in the drop down menu.



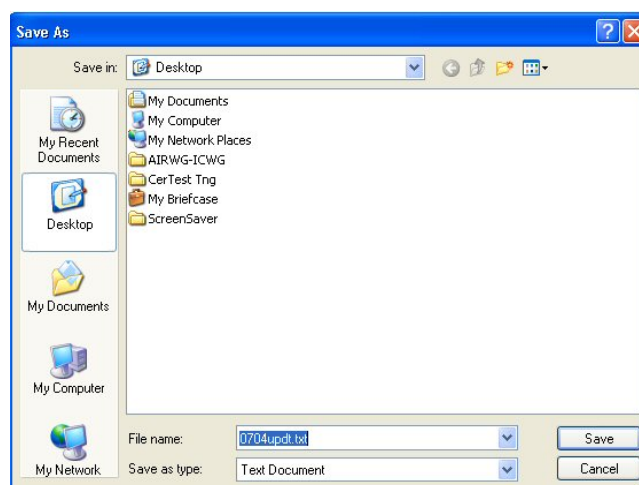
3. When the Save Target As window opens:

Select the location to save the file to in the **Save In** bar at the top of the window.

Check the file name in the **File Name** bar at the bottom of the window.

Check the **Save as type** bar at the bottom for the correct file type.

- For .TXT files: Text Document
- For .TST files: All Files
- For software files: All Files



4. When you have checked everything in Step 3:

Click **Save** in the lower right corner of the window.

When you click **Save**, the **File Download** window opens to show the progress of your file download.



5. When the **File Download** window closes, the file download is complete.

If you have other files to download, repeat steps 1 through 4.

6. When you have copied all of the update files, you are ready to add them to E-Exam.

If you are using **stand-alone** PCs for testing, you will need to copy the files to a floppy in order to install the updates on each of the PCs.

If you are using a **network** system and have copied the files to the PC you use as the server for E-Exam, you do not need a floppy and can copy the files from the location on the PC where you copied them.

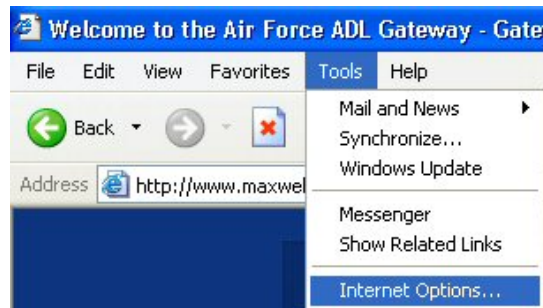
If you are using a **network** system but you copied the files on a PC not connected with the network, you will need to copy the files to a floppy in order to copy them to E-Exam on the network server.

How To Change Internet Explorer Settings

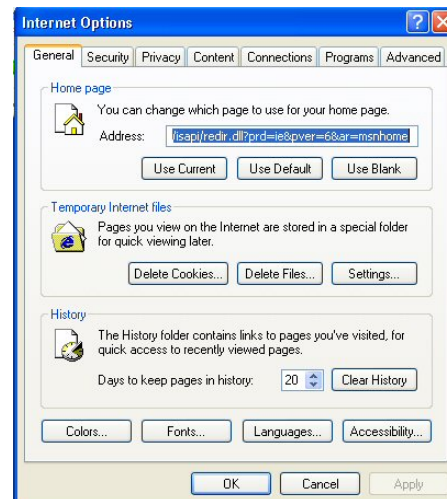
Sometimes Internet Explorer users are unable to see new updates that are posted to the AFIADL E-Exam update page. This is not a problem with the web site; it is the result of some Internet Explorer settings. The problem is easily corrected using the following information.

If you do not already have Internet Explorer open, open the program. It does not matter which web site is showing in Internet Explorer while you complete this task.

1. Select **Tools: Internet Options**



2. When you select **Tools: Internet Options**, the Internet Options window is shown.



3. In the **Internet Options** window

Locate the **Temporary Internet Files** area in the middle of the window



4. In the **Temporary Internet Files** area

Select **Settings**



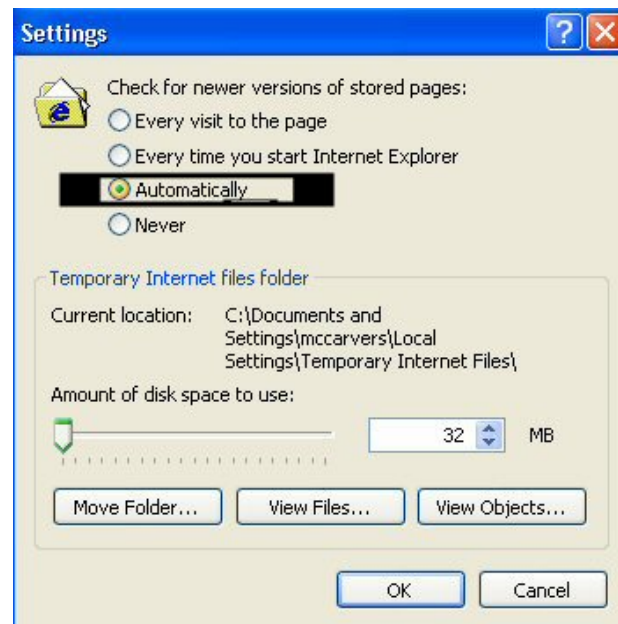
5. In the **Settings** window:

Check to see if **Automatically** is selected

This is the default setting for Internet Explorer.

When **Automatically** checks for newer versions of pages it compares what Internet Explorer stored from your last visit to the current state of the page you are viewing. It does not notice "minor" changes such as adding a file to be downloaded on a page.

This is why you are unable to see new updates that have been posted to the AFIADL web site.



6. To correct the problem:

Click in the circle next to **Every visit to the page**

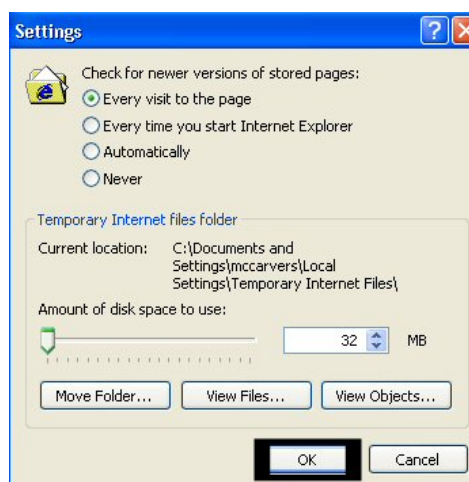
This selection ensures that Internet Explorer updates the stored version of the page with the current state of the page being viewed.

Once this change takes effect you will be able to see the updates.



7. When you have selected **Every visit to the page** in Step 6:

Click **OK**

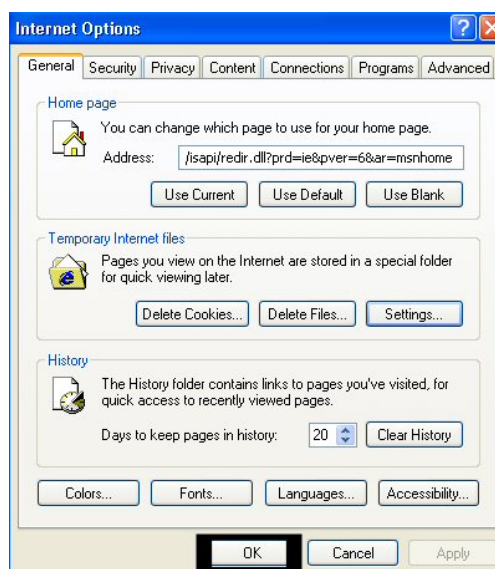


8. When you click OK in Step 7:

You return to the **Internet Options** window

Click **OK**

This saves the changes you have made and returns you to the main **Internet Explorer** window.



9. To make sure the change is active:

- **Exit Internet Explorer**
- **Restart Internet Explorer**

When you return to the E-Exam update page all of the updates should be visible.

Installing Updates

These instructions for installing test updates are applicable whether you are using a floppy disk or are copying from a hard disk drive.

1. Start E-Exam and sign in as Manager.

If the program does not open to the **Test List**:

Click **File**

Select **Open Test List**



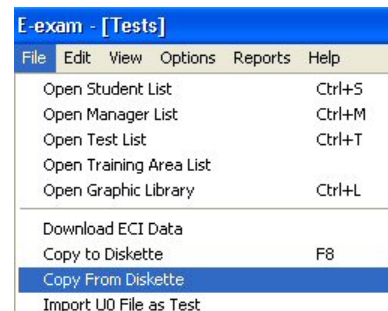
2. With the **Test List** open:

Select **File**


Select **Copy From Diskette**

Click the **Left** mouse button to select.

The **Copy From** window opens.



3. You can select the source to copy the files from using the **Look in:** bar.

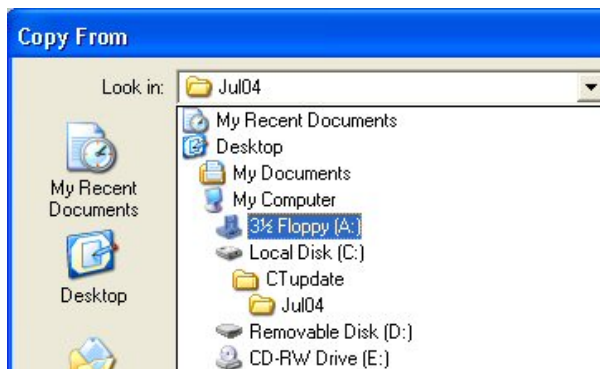
Position the cursor on the  button on the right side of the **Look in** bar.

This opens a drop down menu showing the options available.

Select the location you are going to copy files from by moving the cursor and then clicking the **Left** mouse button to select.

If you need to expand the listing for a drive [such as Local Disk (C:)], place the cursor on the listing and double-click the **Left** mouse button to expand the listing.

Then select the location where you stored the files you need to copy.



4. When you have selected the location in Step 3:

The list of files should be showing in the large box of the **Copy from** window.

Select the file you want to copy by placing the cursor over the file name and clicking the **Left** mouse button.

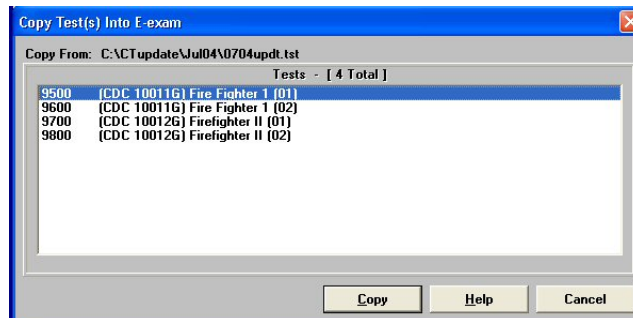
The file name will show in the **File name** box at the bottom of the screen.

The **Files of type** box will show **Test**.



When everything matches, click on the **Open** button on the right side of the window.

5. The **Copy Test(s) Into E-exam** window opens.



You will see the tests included in the file listed in this window.

You can **copy a single test** by:

- Placing the cursor over the test title.
- Clicking once with the **Left** mouse button to select.
- Click the **Copy** button to begin copying.

You can copy all of the tests by:

- Placing the cursor over the first test title.
- Clicking once with the **Left** mouse button to select.
- Holding down the **CTRL** key.
- Placing the cursor over the last test title.
- Clicking once with the **Left** mouse button to select.
- Releasing the **CTRL** key (all tests should be highlighted in blue).
- Click the **Copy** button to begin copying.

6. When you select **Copy** in Step 5, the copying process starts.

When the copying is complete, the **Copy Complete!** window opens.

This window tells you how many tests were copied.

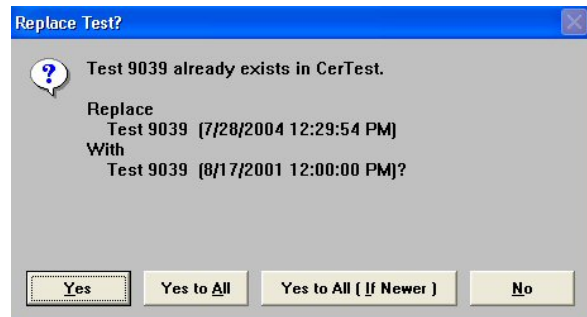


7. If the test(s) you select to copy in Step 5 already exists in E-Exam:

The **Replace Test?** window opens.

This asks do you want to replace Test X with a date and time with Test Y with a date and time.

You may select any of the action buttons at the bottom.



The *recommended selection* is **Yes to All (If Newer)**.

If you select any of the **Yes** options, the test is copied and you see the **Copy Complete!** window shown in Step 6.

8. When the **Copy Complete!** window is displayed, click **OK** to return to the Test List.

You are now ready to assign and unlock any of the new tests.

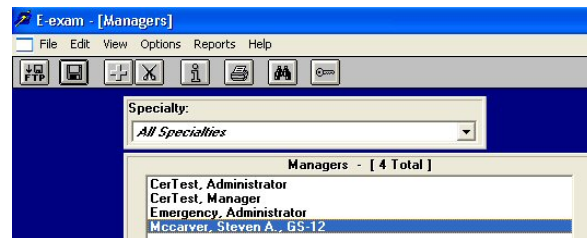
How to Delete a Manager

The Delete Manager function removes a manager from the *E-Exam* system.

1. Open the **Manager List**.



2. Highlight the **manager's name** for deletion.



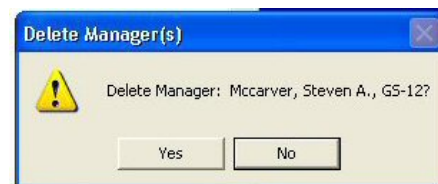
3. Select **Edit** (menu bar) or Click the scissors icon.



4. Select **Delete Manager**.



5. Select **Yes** in the Delete Manager(s) confirmation box.



6. When you click OK, the selected Manager is deleted and you return to the Managers List.

As you see, the Manager you selected for deletion is no longer in the Managers List.



Repeat these steps for any other Managers you need to delete.

Shortcut keys:

SHIFT + DELETE will replace steps 3 and 4.

Note: You may not edit or delete a manager with privileges that you do not have.

How To Change a Student's Password

Sometimes students returning to retake an exam have forgotten the password they used the last time they tested at your facility. Resetting a student's password is not a major problem because everything is done within E-Exam. Remember, when you entered the student into the program you assigned a password. You can do the same operation and assign the student a new password to replace the forgotten one. Here's how:

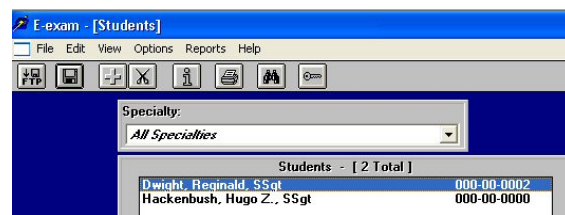
1. Start E-Exam and log on as you normally do.

2. Select **FILE: Open Student List** from the menu.



3. Select the student from the Student List:

Place the cursor on the name and click the **LEFT** mouse button.



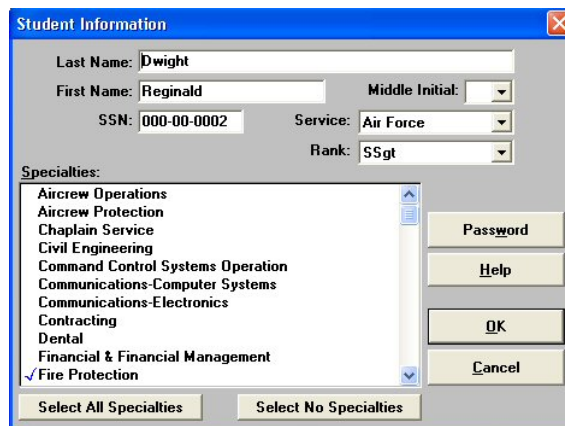
4. With the student's name highlighted:

Click on **VIEW** on the toolbar
Select **Student Info**



5. When the **Student Information** window is displayed:

Click on **Password**



6. When the **Change Student's Password** box opens:

Enter a new password in the first box
Repeat the new password in the **Verify** box

When both boxes have passwords entered (and they match) the **OK** box is active.

Click **OK**.



A dialog box titled "Change Student's Password" with a blue header. It contains two text input fields: "Enter new Password:" and "Verify Password:". Below the fields is a note: "This password is used during the student's initial log on." At the bottom are two buttons: "OK" and "Cancel".



The same "Change Student's Password" dialog box, but now the "Enter new Password:" field contains "XX" and the "Verify Password:" field contains "XX". The "OK" button is now active (highlighted).

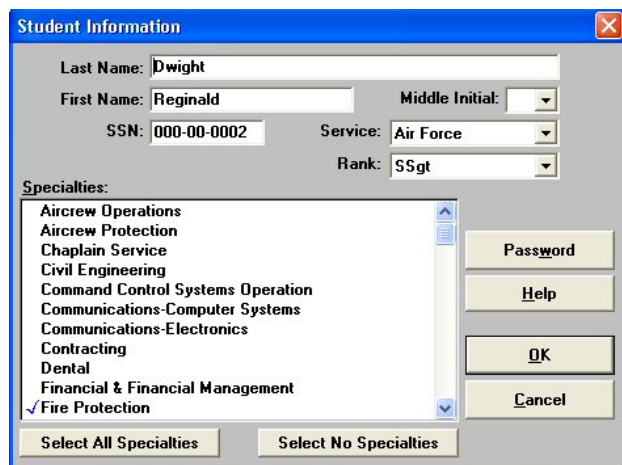
7. When you click **OK** in Step 6:

The **Student Information** screen is shown

This means the password has been changed successfully.

To exit: **Click OK**.

You can return to the Student List or close the program.



A "Student Information" window with a blue title bar and a red close button. It contains several fields: "Last Name:" with "Dwight", "First Name:" with "Reginald", "Middle Initial:" with a dropdown arrow, "SSN:" with "000-00-0002", "Service:" with "Air Force" dropdown, and "Rank:" with "SSgt" dropdown. Below these is a "Specialties:" section with a list box containing: "Aircrew Operations", "Aircrew Protection", "Chaplain Service", "Civil Engineering", "Command Control Systems Operation", "Communications-Computer Systems", "Communications-Electronics", "Contracting", "Dental", "Financial & Financial Management", and "Fire Protection" (which is checked with a blue checkmark). To the right of the list box are buttons for "Password", "Help", "OK", and "Cancel". At the bottom are two buttons: "Select All Specialties" and "Select No Specialties".

How to Handle Question Challenges

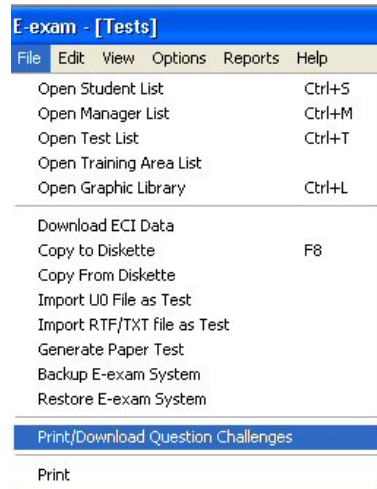
To Print, Download, or Delete Question Challenges:

1. Start E-Exam and log in.

Select **File: Print/Download Question Challenges**

Click the **Left** mouse button to complete the action.

The **Print/Download Question Challenges** window opens.



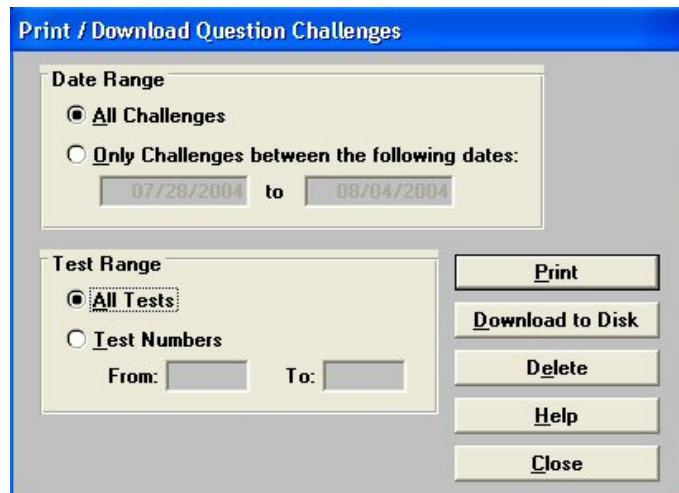
2. You may use the options in either the **Date Range** or the **Test Range** areas.

In the **Date Range** area:

- **All Challenges** is the default.
- You may use the **Only Challenges between the following dates** to select a specific time frame.

In the **Test Range** area:

- **All Tests** is the default.
- You may use the **Test Numbers** option to select a range of tests for challenge data.



3. Once you have selected the **Date** or **Test Range** options in Step 2, you need to specify what action you want to take: **Print**, **Download**, or **Delete**.

You can select the option by placing the cursor over the button and clicking the **Left** mouse button.

If you do not make an alternate selection in either Date Range or Test Range, all challenges will be downloaded or printed.


4. When you select **Print**:

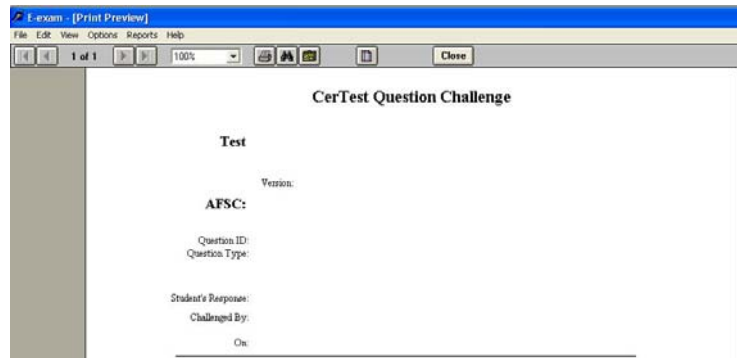
E-Exam retrieves the data, formats it, and creates a report for each challenge.

When the report is ready the **Print Preview** screen opens.

You can use the buttons in the grey area to navigate through the reports.

When you are ready to print:

Click on the 



5. When you select **Download to Disk**:

E-Exam is set up to download to a floppy (A: drive on most PCs).

If you don't have a floppy in the drive you see the **Insert disk** pop-up box telling you to insert a disk.

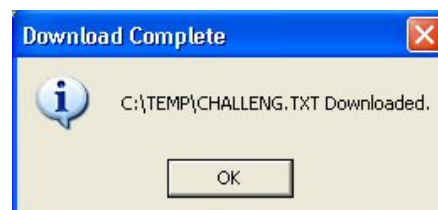
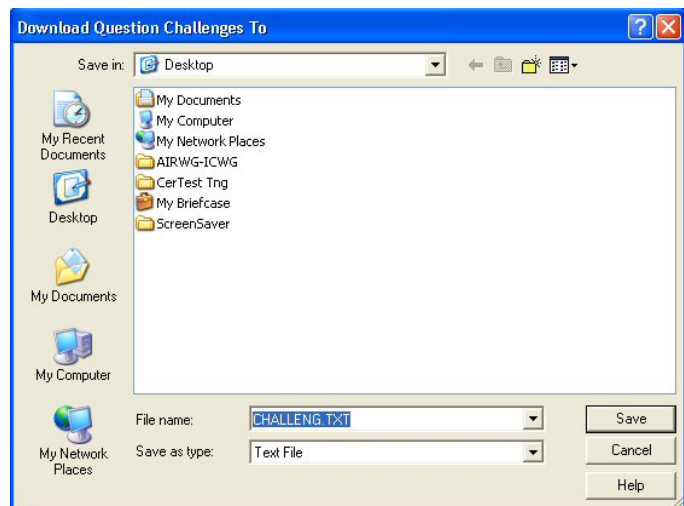
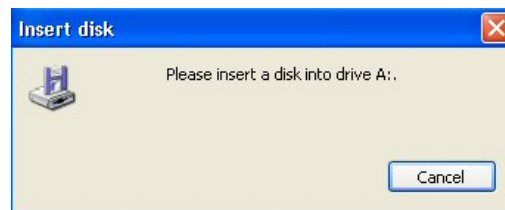
If you want to copy the Challenge data to your hard drive, click **Cancel**.

When you click **Cancel**, the **Save In** window opens and you can select the drive and folder to save the file to.

The **File Name** box defaults to Challenge.TXT. You can change the name but leave the file type as TXT.

When you have completed the selections in the **Save In** window, click on the **Save** button.

When the file has been copied the **Download Complete** pop-up box is shown.



6. When you select **Delete**:

Make the **Date Range** or **Test Range** selection as discussed in Step 2.

Click **Delete**.

You will see a pop-up box asking you to confirm permanently deleting the challenges from the database.

Click **Yes** and the delete proceeds.

Click **No** and the process aborts.

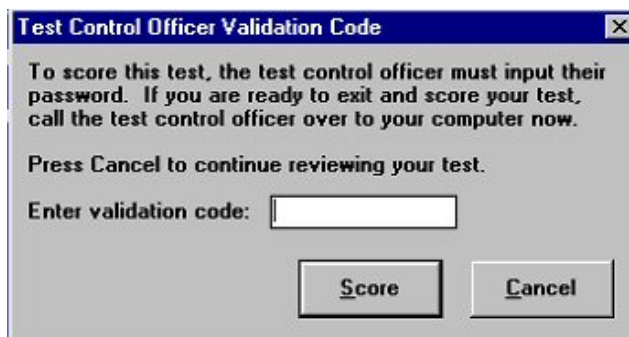
7. If you have saved Test Challenges to the floppy (or a folder on your hard drive), the next step is to forward the information to AFIADL. You can do this in one of two ways:

Method 1: Send an email to steve.mccarver@maxwell.af.mil or to bob.carrigan@maxwell.af.mil and attach a copy of the Challenge.TXT file to the email.

Method 2: Print the Challenge.TXT file and fax a copy to DSN 596-3208 (COMM 334-416-3208) and mark to attention of either Steve McCarver or Bob Carrigan.

How to Change Your Test Validation Code

Once a student has answered all of the questions in a test and chooses to score the test, the following dialog box is shown.



This box requires the test control officer to enter his/her test validation code. If this test validation code is not entered correctly, the test cannot be scored. This feature prevents a student from scoring the test without the test control officer being present.

The TCO validation code is required to be entered on all AFIADL final exams to maintain test security and as an extra-added safety measure just in case there's a computer malfunction when the test is being scored.

The test validation code is simply your log-in password. Any *E-Exam* manager's log-in password will work as a test validation code.

If you need to change your Validation Code (your Password):

1. Have another Manager log in to E-Exam.
2. Select **File: Open Manager List**.
3. Select the manager's name by placing the cursor on it and clicking the **left** mouse button.
4. Select **View: Manager Info**
5. On the **Manager Information** screen, select **Password**
6. In the **Change Manager's Password** box, enter the same **New Password** in both boxes.
7. Click **OK**
8. Your new password/validation code is set and you return to the **Manager Information** screen.
9. Click **OK**
10. You can now use your new password to log in to E-Exam or as a Validation Code to score an exam.

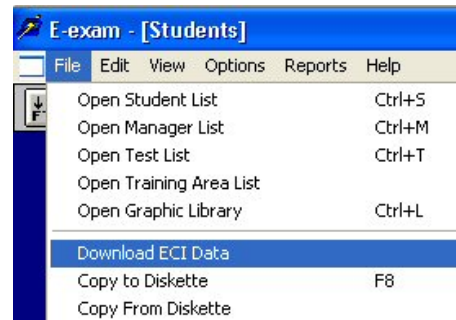
Downloading Previously Downloaded Data

If for some reason you need to download AFIADL data for a test session that has already been downloaded previously:

1. Log in to E-Exam as Manager.

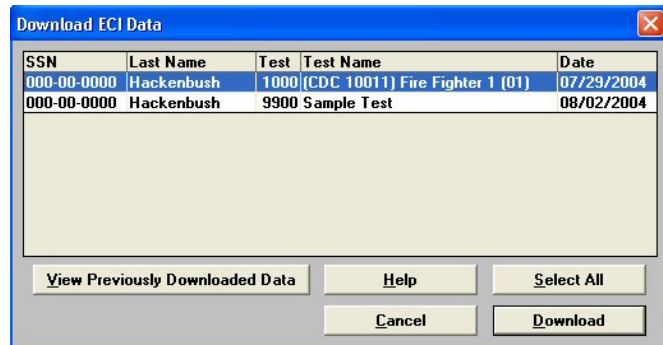
Select **File: Download ECI Data**

OR



2. In the **Download ECI Data** window:

Select **View Previously Downloaded Data**



3. The **Download ECI Data** window will show all data downloaded within the past 90 days.


Scroll down the data list and find the data you need to download again.

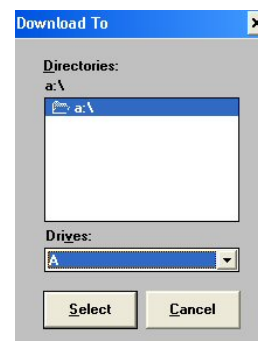
Select the data by placing the cursor on the line and clicking the **Left** mouse button.

4. When you have selected the data in Step 3:

Click the **Download** button

The **Download To** window opens

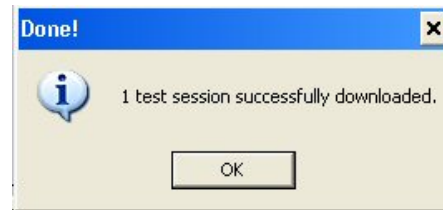
In the Drives box, use  to select the A: drive to copy to the floppy or the hard drive and folder.



5. When correct location is showing in the **Drives** box:

Click on the **Select** button

The download begins.



When the download is complete, the **Done!** window opens. It tells you how many sessions were downloaded.

6. Click **OK** and you exit from the **Download ECI Data** routine and return to the main program.
- Use the data disk you just created to send data to AFIADL.
7. To complete the data transmission process, use the Answer Sheet Manager program to create a batch file and the FTP program to transmit the data to AFIADL.

NOTE: *E-Exam* does not retain the AFIADL data for longer than 90 days.

How to Backup E-Exam

Backing up the *E-Exam* system ensures having a copy of *E-Exam* with all tests and student records in the event that your computer crashes or that your network or hard drive becomes corrupted. The system should be backed up at least once a week, more often if there are frequent changes in tests or student records.

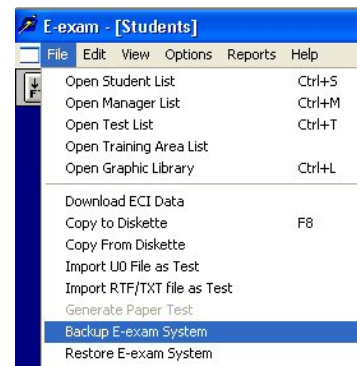
When you use the Backup E-Exam routine, the process makes a backup of all student data, current statistical data, managers information, and site-specific tests and graphics.

If you are running *E-Exam* on a network, you may not need to use the Backup *E-Exam* option. Check with your network administrator about how your network is backed up. Networks often have an automatic backup system. If your network is frequently backed up, you should not need to use the Backup *E-Exam* option.

1. Log in to E-Exam as Manager.

Select **File: Backup E-exam System**

The **Backup E-exam System To** window opens



2. In **Backup E-exam System To:**

Check the **Save in** box to select where you want to save the backup files.

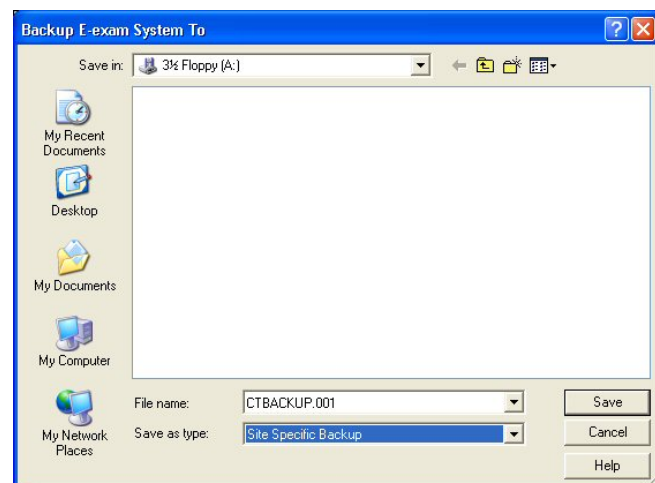
The **File name** box should show **CTBACKUP.001**

- Do not change this file name
- The **Restore E-exam System** looks for this file

The **Save as type** box should show **Site Specific Backup**

- This is the default
- You are doing a site specific backup

When you are ready click **Save**

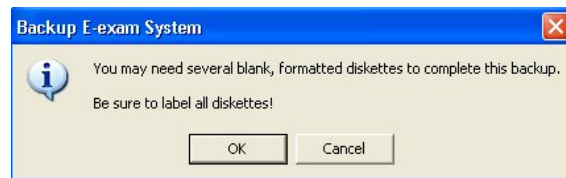


If you are saving to a floppy drive or a CD be sure to have blank media ready for the copy process.

3. You will see several message boxes

Follow the instructions

When you reach this **Backup E-exam System** box, click **OK** to continue



4. When message boxes are shown: Respond as directed
5. When **Backup Complete!** is showing, click **OK** to complete the process and return to the main program.

In addition to the backup file, *Backup E-Exam* creates a text file that contains the date of the backup, the name of the Site and Station from which the backup was made, and the *E-Exam* version number. For Site Specific Backups, this file is named CTBACKUP.TXT.

NOTE: The Backup *E-Exam* option does *NOT* backup archived statistical data.

How To Use Restore E-Exam

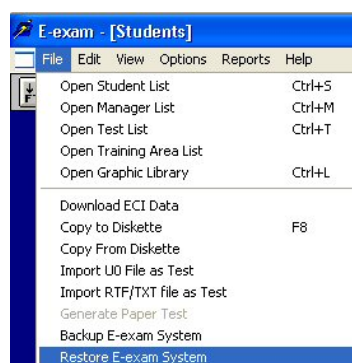
In the event you have computer problems and lose all or part of your data, if you have been making regular backups (or your network has automatic backups) you can restore from the backup files created in the **Backup E-Exam** process.

1. Log in to E-Exam as Manager

Select **File: Restore E-exam System**

Place the media with your restore files in the appropriate drive

The **Restore E-exam System** from window opens



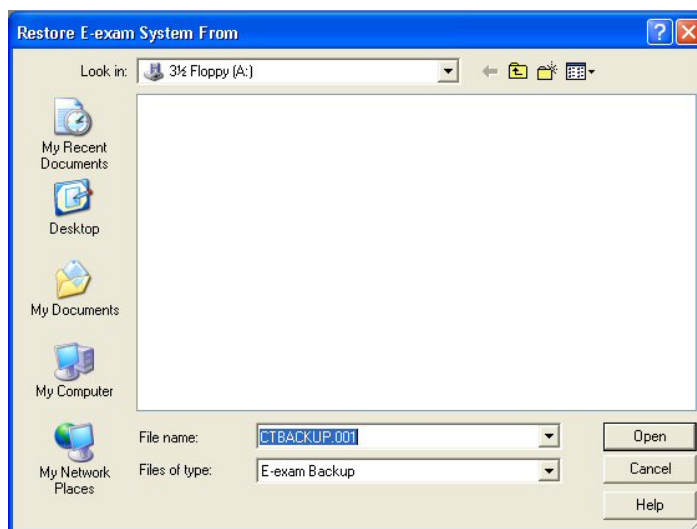
2. In the **Restore E-exam System From** window:

Check the **Look in box** and select the drive where your restore media is

The **File name** box shows **CTBACKUP.001**

- This is the default file name
- It is created by the **Backup E-exam System** routine

Files of type should show **E-exam Backup**



When you are ready to begin, click **Open**

3. When the restore process begins, follow the instructions you see in the pop-up boxes.
4. When the restore process is complete, click **OK** in the **Restore Complete!** box.

What To Do When You Replace a PC

There is a time in the life-cycle of every PC when it needs to be replaced for whatever reason (scheduled replacement, unrepairable, or other reason beyond your control). So what do you do when the PC you are using for testing is going to be replaced? First, install E-Exam on the new PC; then do these actions, as appropriate.

Download and Transfer Student Data

The most important action you can take is to download your student data from the current PC. By downloading current student data you can transfer all of your student information to a new PC once you have installed E-Exam on the replacement PC. (Of course, if the hard drive on your PC is the problem this may not be possible; then you have to manually enter students.)

Downloading from the old PC and copying to the new PC is an easy operation. You'll find instructions for copying student data on page 100 of this handbook.

Once you have installed E-Exam on the replacement PC, copying your data from a disk or CD is easy.

- Start E-Exam and sign in as Manager
- Open the Student List
- Place the disk/CD in the computer
- Select FILE: COPY FROM DISKETTE
- Follow the On Screen Instructions

Install Tests and Updates

Use the exam CD in your files to load the basic set of tests. Then visit the update page on the AFIADL or AFAEMS web sites to download the most recent update. Remember that these updates are cumulative throughout the year so the current update will have all of the updates made up until this month during the year. If you need updates from a previous year, contact the Program Manager for assistance.

Purge the Old PC

When you have the new PC up and running and have transferred your student data, then you need to purge the old PC. You should take these actions:

- Uninstall E-Exam
- Delete any directories associated with E-Exam
- Uninstall Answer Sheet Manager and WS_FTP
- Delete any directories associated with ASM & WS_FTP
- Unless directed otherwise by your PC support people, format the hard drive

When you've taken these steps, you can turn it in as directed locally.

Appendices

- 1. E-Exam Icons**
- 2. Career Field Listings for Specialty Areas**

E-Exam Icons

This table provides a quick overview of the various icons used in E-Exam.

Icon	Description	Icon	Description
	Add New		Close current screen/return to previous
	Close page and return to previous		Print
	Delete		Save
	Scroll Down		Indicates Scenario used with Question
	Download Data		Go to Scenario for Question
	Export Data		Go to Question for Scenario
	Challenge Question		Exit and Score Test or Go back to previous Question
	Help		Search for . . .
	Lock/Unlock Tests		Set up printer
	Back/Forward Question Navigation		Go to Start of File
	Next Question		Display Student Information
	Next Page		Go to End of File
	Previous Page		Navigate Document and Number of Pages in Document

Career Field Listing for Specialty Areas

Career Field	Specialty Area
1A	Aircrew Operations
1C	Command Control Systems Operations
1N	Intelligence
1S	Safety
1T	Aircrew Protection
1W	Weather
2A	Manned Aerospace Maintenance
2E	Communications-Electronics
2F	Fuels
2G	Logistics
2M	Missile & Space Systems Maintenance
2P	Precision Measurement
2R	Maintenance Management Systems
2S	Supply
2T	Transportation & Vehicle Maintenance
2W	Munitions & Weapons
3A	Information Management
3C	Communications-Computer Systems
3E	Civil Engineering
3H	Historian
3M	Morale, Welfare, Recreation & Services
3N	Public Affairs
3P	Security Forces
3R	Printing Management
3S	Mission Support/Personnel
3U	Manpower
3V	Visual Information
4x (all except 4Y)	Medical
4Y	Dental
5J	Paralegal
5R	Chaplain Service Support
6C	Contracting
6F	Financial & Financial Management
7S	Special Investigations
Squadron Officer College (SOC)	Professional Military Education
Air Command & Staff College (ACSC)	Professional Military Education
Air War College (AWC)	Professional Military Education
Senior NCO Academy (Course 12)	Professional Military Education

Course Number Listings for Specialty Areas

Courses	Specialty Area
1A051, 1A151, 1A251, 1A351, 1A451, 1A551, 1A651, 1A751 (A & B when applicable)	Aircrew Operations
1C0xx, 1C2xx, 1C3xx, 1C4xx, 1C5xx, 1C6xx	Command Control Systems Operations
1N0xx	Intelligence
1S0xx	Safety
1T151, 1T751	Aircrew Protection
1W0xx	Weather
2A1xx, 2A3xx, 2A5xx, 2A6xx	Manned Aerospace Maintenance
2E0xx, 2E1xx, 2E2xx, 2E3xx, 2E6xx, 2EX7X	Communications-Electronics
2F0xx	Fuels
2G0xx	Logistics
2M0xx	Missile & Space Systems Maintenance
2P0xx	Precision Measurement
2R0xx, 2RX7X	Maintenance Management Systems
2S0xx	Supply
2T0xx, 2T1xx, 2T2xx, 2T3xx, 2T4xx	Transportation & Vehicle Maintenance
2W0xx, 2W1xx, 2W2xx	Munitions & Weapons
3A0xx	Information Management
3C0xx, 3C1xx, 3C2xx, 3C3xx	Communications-Computer Systems
3E0xx, 3E1xx, 3E2xx, 3E3xx, 3E4xx, 3E5xx, 3E6xx, 3E8xx, 3E9xx (<i>all except 3E7</i>)	Civil Engineering
3E7xx, 472xx, 10XXX	Fire Protection
3H0xx	Historian
3M	Morale, Welfare, Recreation & Services
3N0xx	Public Affairs
3P0xx	Security Forces
3R	Printing Management
3S0xx, 3S1xx, 3S2xx, 73470B	Mission Support/Personnel
3U0xx	Manpower
3V0xx, 70350	Visual Information
4x (<i>all except 4Y</i>)	Medical
4Y0xx	Dental
5J0xx	Paralegal
5R0xx	Chaplain Service Support
6C0xx	Contracting
6F0xx	Financial & Financial Management
7S0xx	Special Investigations

Courses By Specialty Area and Training Area

Air Crew Operations	
<i>Course</i>	<i>Training Area</i>
1A351A	Communications/Navigation
1A151, 1A151C, 1A251	Engineering
1A051, 1A251, 1A451, 1A551, 1A651, 1A751	Enlisted
1A151B	Helicopter

Air Crew Protection	
<i>Course</i>	<i>Training Area</i>
1T151, 1T171	All Training Areas & Enlisted

Civil Engineering	
<i>Course</i>	<i>Training Area</i>
3E051A, 3E051B, 3E052A, 3E052B, 3E051G, 3E051H	Electrical
3E551A, 3E551B	Engineering
10612, 3E451, 3E452, 3E951, 3E951G	Enlisted
3E453A, 3E453B, 3E453C	Environmental
3E851, 3E851B, 3E851G, 3E851H	Explosive Ordnance Disposal
3E251A, 3E251B	Ground Equipment
3E151B, 3E151C, 3E151D, 3E151E, 3E151F	HVAC
3E651, 3E651G, 3E671S	Operations Resource Management
3E351A, 3E351B, 3E351C	Structural

Command Control Systems Operations	
<i>Course</i>	<i>Training Area</i>
1C051, 1C071	Airfield Management
1C251A, 1C251B, 1C251S, 1C251T	Combat Control
1C351, 1C451, 1C551	Command & Control
1C052, 1C072	Operations Resource Management
1C651A, 1C651B, 1C651C, 1C651D	Space Systems

Communications Electronics	
<i>Course</i>	<i>Training Area</i>
45572B, 45572C, 45572D, 45572E, 2E152	Communications/Navigation
2E151	Electrical
2E154, 2E251, 2E351B, 2E652, 2E653, 2EX5X	Enlisted
2E051, 2E153	Ground Equipment

Fire Protection	
<i>Course</i>	<i>Training Area</i>
10023, 10023G, 10023M, 10023S, 10024, 10024G, 10025, 10025G, 10027, 10027G, 10027S, 10028, 10028G	Driver/Operator
10612G	Enlisted
10011, 10011G, 10012, 10012G, 3E731, 3E731G, 3E751A, 3E751E, 3E751G, 3E751K	Fire Fighter
10311, 10311G, 10312, 10312G, 10313, 10313G	Fire Inspector
10211, 10211G, 10213, 10213G, 10214, 10214G, 57170E, 57170G, 57170K	Fire Officer
10411, 10411G, 10411M, 10411S, 10412, 10412G, 10413, 10413G	Fire Service Instructor
47201, 47201G, 47201M, 47201S, 47202, 47202G, 47202M, 47202S, 47203, 47203G, 47203M, 47203S, 47205, 47205S	Hazardous Materials

Manned Aerospace Maintenance	
<i>Course</i>	<i>Training Area</i>
2A051, 2A0511, 2A0512, 2A0513, 2A051A, 2A051B, 2A051C, 2A051D, 2A151, 2A152A, 2A152B, 2A152C, 2A351, 2A352D, 2A352E, 2A352F, 2A372, 2A55A2, 2A55A4	Avionics
2A154C, 2A553F	Combat Control
2A154A, 2A154B, 2A351A, 2A352A, 2A352B, 2A553E	Command & Control
2A153A, 2A153F, 2A173, 2A351B, 2A351C, 2A352C, 2A452A, 2A452B, 2A452C, 2A453B, 2A453C, 2A553A	Communications/Navigation
2A653, 2A656, 2A676	Electrical/Environmental
2A157B, 2A177, 2A252B, 2A553C, 2A553D	Electronic Warfare
2A353, 2A353A, 2A353B, 2A353J, 2A373, 2A373A, 2A373B, 2A373J, 2A551, 2A751	Engineering
2A652, 2A672	Ground Equipment
2A451A, 2A451B, 2A451C, 2A553B	Guidance & Control
2A552, 2A572	Helicopter
2A655, 2A675	Hydraulics Maintenance
2A651A, 2A651B, 2A654	Propulsion
2A752, 2A753, 2A754, 2AX7X	Structural

Medical	
<i>Course</i>	<i>Training Area</i>
4F071, 4M051	Aeromedical
4B051M, 4B051N, 4B051O, 4B051P, B6ERBM	Bioenvironmental
4A251A, 4C051, 4D051, 4E051, 4M051, 4R051	Enlisted
4A051, 4A051B, 4A051C, 4A071, 4A151, 4A171, 4E051	Health Services Management
4A251A, 4A251B, 4H071, 4T051A, 4T051B, 4T051C	Medical Lab
4N051A, 4N051B, 4N051C, 4N051D, 4N151A, 4N151B	Medical/Surgical Service
B6ERPM, B6RSOM, 4J051A, 4J051B, 4J052A, 4J052B, 4J071, 4J072	Occupations/Physical Therapy
4V051, 4V051A, 4V071	Ophthalmology/Optometry
4P051A, 4P051B	Pharmacy

Missile and Space Systems Maintenance	
<i>Course</i>	<i>Training Area</i>
2M051A, 2M051B, 2M051C, 2M052, 2M053, 2M071, 2M072, 2M073	Space Systems



E-Exam Program



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